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ABSTRACT

Information contained in this resource manual is designed to help educators become more familiar with career opportunities available to high school graduates in the local (Des Moines) labor market, and employer requirements for entry into these career areas. Fifteen occupational clusters are investigated: Agribusiness and natural resources, business and office related, communications and media, construction, consumer and homemaking education, environmental control, fine arts and humanities, health, hospitality and recreation, manufacturing, marine science, marketing and distribution, personal service, public service, and transportation. Occupations within clusters are described under the following areas: Duties, working hours, special clothing, masks, shields or equipment, working conditions, school subjects of particular use, dependent upon other people, other people dependent on employee, abilities and interests to be successful, physical demands, personal qualities, educational preparation, jobs young people could do to prepare for this type of work, general salary range, fringe benefits, opportunities for advancement, and other occupations knowledge/skills for job to be utilized. (TA)

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ED141569

A Resource Manual

for

CAREER EDUCATION

in the

DES MOINES AREA

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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INTRODUCTION

The information contained herein is the result of a Career Guidance Institute (CGI) sponsored by the National Alliance of Businessmen in cooperation with Drake University, The Greater Des Moines Chamber of Commerce, and the Des Moines-Drake Institute. CGI institutes are designed to help educators become more familiar with career opportunities available to graduates in the local labor market and employer requirements for entry into these career areas. Seminar activities were designed for participants so that a more realistic understanding of the problems faced by educators in helping students focus on career decision making could come about.

Within this document thirteen of the fifteen U.S.O.E. occupational clusters have been investigated. The reader will find it apparent that not all specific jobs within a cluster have been reported, however, there is a broad range of jobs outlines for use by students and educators. We hope this resource manual will be particularly useful since it focuses on the local employment scene. Hopefully, future CGI's will continue to build upon this manual by additional investigation into these and other occupational areas and incorporating the data into this resource document.

Fundamentally, it is the desire of the Institute participants and sponsors that these activities and data will enable students to establish more realistic career goals as they prepare for the world of work.

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AGRI-BUSINESS AND NATURAL RESOURCES

Agri-business and natural resources is responsible for furnishing all the basic raw materials man uses for food, materials for his home or where he works, and energy to move his machinery. The cluster is primarily concerned with production, conservation, and regulation to insure that we as consumers receive the best product available for our use. At the present time, thirty to forty percent of our labor force in the United States is engaged in some aspect of food production, processing, and delivery to the American table. The production of oil, ores, coal and minerals employ additional millions of workers. With increased technology, it is anticipated that the opportunities for employment will be cnetered on the managerial and supervisory levels rather than the entry level.

The cluster itself relies upon a variety of educational backgrounds. On the entry level, education needs to help the individual develop a willingness to work, the desire to do a job well, and the interest and ability to work with other people. Specifically, a young person should be exposed to physical sciences and general math. Another broad requirement is good general physical and mental health.

With the emphasis on supervisory opportunities, education must provide a combination of academic and technical programs. For example, the individual would need a background not only in the sciences, but also inthe areas of sociology and communication skills followed by a vocational program in agriculture or economics. Some opportunities will be limited to persons with baccalaureate and advanced degrees.

For any individual who wants to explore the agri-business cluster, entrance into a youth organization, such as 4-H, FFA, FHA, or VICA is highly recommended.

Extension Associate

Duties:

Agriculture-horticulture
Urban problems

Working hours:

. Minimum of 40 hrs. hours vary

Special clothing, masks, shields or equipment:

Working conditions:

Indoors, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Vocational agriculture, vocational home economics, youth programs, English and speech

Dependent upon other people:

Secretaries take calls and channel correspondence

Other people depend upon this employee:

Specific answers, keep in contact with rural people

Abilities and interests to be successful:

Agricultural background, farming, youth programs

Physical demands:

None

Personal qualities:

Interest in people

Educational preparation:

College

Jobs young people could do to prepare for this type of work:

University experimental areas, university aids at extension office

General Salary range:

$9,000 - $15,000 Merit system

Fringe benefits:

Life and health insurance paid, vacation-22 working days off, sick days-2½ per mo. accumulation to 90, civil service, disa. ins. time off for school and short courses

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Teaching, nursery, farm operator, working with bank, chemical Co.

Agriculture Extension Office Aid

Duties:

Preparing instructional materials for youths
Teaching youth through recreation programs

Working hours:

Flexible 40 hr. wk.

Special clothing, masks, shields or equipment:

None

Working conditions:

Indoors, outdoors

School subjects of particular use:

Sociology, child development, foods, 4-H

Dependent upon other people:

Other people depend upon this employee:

Abilities and interests to be successful:

Self discipline, flexible, organizer, strong interest in children

Physical demands:

None

Personal qualities:

Self discipline, flexible, organizer, strong interest in children

Educational preparation:

High school

Jobs young people could do to prepare for this type of work:

Work in youth programs or recreation programs

General salary range:

$2.43 hr. Pay increases with experience

Fringe benefits:

None on part-time basis
Regular civil service on full-time

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Teaching, nursing, home economics, social worker

Extension Associate

Duties:

Agriculture horticulture
Urban problems

Working hours:

Minimum of 40 hrs. hours vary

Special clothing, masks, shields or equipment:

Working conditions:

Indoors, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Vocational agriculture, vocational home economics, youth programs, English and speech

Dependent upon other people:

Secretaries take calls and channel correspondence

Other people depend upon this employee:

Specific answers, keep in contact with rural people

Abilities and interests to be successful:

Agricultural background, farming, youth programs

Physical demands:

None

Personal qualities:

Interest in people

Educational preparation:

College

Jobs young people could do to prepare for this type of work:

University experimental areas, university aids at extension office

General Salary range:

$9,000 - $15,000 Merit system

Fringe benefits:

Life and health insurance paid, vacation-22 working days off, sick days-2½ per mo. accumulation to 90, civil service, disa. ins. time off for school and short courses

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Teaching, nursery, farm operator, working with bank, chemical Co.

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Duties:

Preparing instructional materials for youths
Teaching youth through recreation programs

Working hours:

Flexible 40 hr. wk.

Special clothing, masks, shields or equipment:

None

Working conditions:

Indoors, outdoors

School subjects of particular use:

Sociology, child development, foods, 4-H

Dependent upon other people:

Other people depend upon this employee:

Abilities and interests to be successful:

Self discipline, flexible, organizer, strong interest in children

Physical demands:

None

Personal qualities:

Self discipline, flexible, organizer, strong interest in children

Educational preparation:

High school

Jobs young people could do to prepare for this type of work:

Work in youth programs or recreation programs

General salary range:

$2.43 hr. Pay increases with experience

Fringe benefits:

None on part-time basis
Regular civil service on full-time

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Teaching, nursing, home economics, social worker

District Park Supervisor

Duties:

Supervising park rangers within district
Liason officer between central office in Des Moines
Reports, decision making

Working hours:

Unscheduled work week based on the 40 hr. wk.

Special clothing, masks, shields or equipment:

Conservation corp uniform, hard hats, gas masks, riot helmet, riot stick, 357 magnum revolver,(two-way radio, electronic siren, car furnished by employer

Working conditions:

Indoors, outdoors, hazardous, on feet 1/4, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Speech, English, math, government, tree and flower identification, wild-life identification

Dependent upon other people:

Directly responsible to central office

Other people depend upon this employee:

All of field people are directly responsible to employee. (At least a dozen directly under employee's supervision)

Abilities and interests to be successful:

Interested in outdoors, interested in serving people

Physical demands:

Quite a bit of walking, job more mental than physical

Personal qualities:

Liking people, interested in talking with people, ability to get along with people, manage people, even tempered disposition

Educational preparation:

High school, college, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Summer time worker in park

General Salary range:

$7,728 entry level
After 5 yrs, $8,904

Fringe benefits:

Life and health insurance paid, vacation-2 wks/1 yr. sick days-30 days per yr. accumulates to 90 days, IPERS

Opportunities for advancement:

Very good at beginning; higher up one goes, fewer positions

Other occupations knowledge, skills for job to be utilized:

Supervisory work could apply, national park service, private industry (private camp grounds)

State Water Supervisor

Duties:

Territory of 34 counties
Snowmobile safety program
Boating safety program and the laws related thereto

Working hours:

Non-standard work week, hours vary depending on season

Special clothing, masks, shields or equipment:

Snowmobile suits, life vest jackets, boats, helmets, gogles, etc., furnished by employer

Working conditions:

Indoors 2/3, outdoors 1/3. semi hazardous, well lighted, clean

School subjects of particular use:

Social sciences, psychology, sociology, government, political science

Dependent upon other people:

Central office - Des Moines

Other people depend upon this employee:

Twenty-two men - state water officers are directly responsible to employee (field officers in assigned territories)

Abilities and interests to be successful:

Generally interested in service performed, have good judgment, get along with people, take and give good orders

Physical demands:

Able to complete functions of law enforcement officer

Personal qualities:

Judgment, use of discretion, liking people

Educational preparation:

High school, college 1 yr., apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Summer jobs. Degree in school or 5 years experience as a water supervisor

General salary range:

entry level $10,000
after 5 yrs. $14,000 Top reached before 10 yrs; top is $16,500

Fringe benefits:

Partial life and health insurance paid, vacation-2 wks/1 yr. sick days-2 a month, IPERS

Opportunities for advancement:

Turnover is not great

Other occupations knowledge, skills for job to be utilized:

Any law enforcement agency on state level. Security guard, private investigator

Caretaker (Parks)

Duties:

Maintenance - electricity, plumbing
Farming
Up-keep

Working hours:

8:30 - 5:30 odd hours depending on problems

Special clothing, masks, shields or equipment:

Just old clothes
Tractor, hay mower, lawn mower, furnished by employer

Working conditions:

Indoors, outdoors, hazardous, dusty or smoky, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Wood working, auto mechanics, biology

Dependent upon other people:

Depends upon leaders to keep order in cabin

Other people depend upon this employee:

Presentable camp

Abilities and interests to be successful

Likes to build, mechanical interest

Physical demands:

Work with animals, alergies, be able to move

Personal qualities:

Good attitude whether you like it or not, patience

Educational preparation:

High school, trade or technical school

Jobs young people could do to prepare for this type of work:

Anything with machinery, read

General Salary range:

Weekly wage. Good work produces increase

Fringe benefits:

Life and health insurance paid, vacation, sick days-12

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Something technical, plumbing

Chemist Analyst

Duties:

Testing for protein and lysine in corn
Testing quality of grain

Working hours:

7:30 to 4:30

Special clothing, masks, shields or equipment:

Smocks, masks, gogles, rubber gloves
Various laboratory instruments furnished by employer

Working conditions:

Indoors, outdoors, air conditioned, on feet 50%, sit down 50%, well lighted

School subjects of particular use:

Chemistry is number one subject of importance

Dependent upon other people:

Employee must receive materials to accomplish job

Other people depend upon this employee:

Business goes on through employee, through her selection corn is kept or discarded

Abilities and interests to be successful:

Have an interest in agriculture

Physical demands:

Employee must be able to stoop, squat, bend and lift

Personal qualities:

Have enough patience to endure trial and error

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

None in particular

General Salary range:

entry level $6,000
after 5 yrs. $7,000, after 10 yrs. $8,000

Fringe benefits:

Life insurance paid, partial health insurance paid, vacation-3 wks., after 10 yrs. 4 wks after 20 yrs. sick days-5

Opportunities for advancement:

Limited - occasional openings, depends on degree of education

Other occupations knowledge, skills for job to be utilized:

Almost any scientific job

Seed Analyst

Duties:

Testing seeds
Cold doll tray set ups
Warm doll tray set ups

Working hours:

7:30 - 4:30

Special clothing, masks, shields or equipment:

No
Cold tray furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, science

Dependent upon other people:

She depends on calibration (the people who get the corn in and check it).

Other people depend upon this employee:

Office girls - so they can tabulate the results

Abilities and interests to be successful:

Farm interest

Physical demands:

Heavy trays that must be carried

Personal qualities:

Ability to communicate

Educational preparation:

High school

Jobs young people could do to prepare for this type of work:

Farm work

General Salary range:

$10 above minimum wage

Fringe benefits:

Life insurance and health insurance paid, vacation-2 wks., sick days-5

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Cattle Rancher

Duties:

Branding, trucking cattle to be sold, riding range to check for dead stock, Feeding (during bad wather, deliver salt to feeding stations, repairing and building fences, relocating as food supply dictates

Working hours:

Sunrise to sunset in spring, summer and fall, 6 to 8 hrs a da.during winter

Special clothing, masks, shields or equipment:

Cowboy hat and boots, denim slacks, long sleeve shirt, spurs, chaps Brending irons and general first aid equipment

Working conditions:

Outdoors, must be able to ride a horse

School subjects of particular use:

Biology, conservation, law

Dependent upon other people:

To provide parts for vehicles, to have equipment ready when needed

Other people depend upon this employee:

Abilities and interests to be successful:

Must have ability to be self sufficient and to improvise equipment if necessary

Physical demands:

Lift heavy items, ride horseback for long periods, drive heavy equip., work long hard days

Personal qualities:

Must be able to perform duties unsupervised and to be able to know what needs to be done, when to do it, and how to do it

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Working as a ranch hand during summers and taking related courses in school (biology, conservation, and law)

General Salary range:

$300 a mo. plus room and board

Fringe benefits:

Opportunities for advancement:

Not good. Large amount of capital needed to start ranch

Other occupations knowledge, skills for job to be utilized:

Soil conservationist, range conservationist, hunting and fishing guide, animal farmer, farm manager

Feed Mill Operator

Duties:

Receives grains
Mixes and grinds all types of feeds
Overlooks warehouse

Working hours:

7:00 - 5:30

Special clothing, masks, shields or equipment:

Hard hat, mask, glasses

Working conditions:

Indoors, outdoors, dusty, on feet, competent and safe co-workers

School subjects of particular use:

Math and ag. related, mechanics

Dependent upon other people:

He depends on others to furnish some grains, etc., to fulfill his job

Other people depend upon this employee:

Other jobs in form are dependent on him

Abilities and interests to be successful:

Mechanical - pride in workmanship

Physical demands:

Climbing, on feet all the time, some shoveling, lifting

Personal qualities:

Must meet people at times

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

Ag. related

General Salary range:

$2.20 to $3.75. Time and a half over 40 hrs.

Fringe benefits:

Life insurance paid $2,000, health insurance paid all by Co. except $5 a month, vacation-2 wks/1-8 yrs, 3 wks/8-15 yrs. sick days-individual cases handled, retirement

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Farm and other ag. related

Egg Tester

Duties:

Test egg shell hardness
Measure weight of egg yolk
Measure darkness of egg shell

Working hours:

7:30 - 4:00

Special clothing, masks, shields or equipment:

None
Furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-woerkers

Dependent upon other people:

Everyone must do his job or others are not helped

Other people depend upon this employee:

Same as above

Abilities and interests to be successful:

Some dexterity - handling eggs

Physical demands:

None special - good health

Personal qualities:

Responsibility to get work done on own in separate bldg.

Educational preparation:

Jobs young people could do to prepare for this type of work:

General Salary range:

Fringe benefits:

Opportunities for advancement:

Other occupations knowledge, skills for job to be utilized:

BUSINESS AND OFFICE RELATED

INTRODUCTION

Business and office related occupations encompass a broad spectrum of career opportunities in the Des Moines metropolitan area. Examples are banking, insurance, publishing, and government offices.

This survey has shown that a majority of the career opportunities do not require a college degree. Instead a high school diploma with an on-the-job training program or specialized training provided by the company is preferred. An employer expects his employee to possess a good working knowledge of the basic skills as well as personal qualities such as honesty, enthusiasm, dependability, initiative and the ability to interact with others.

A recommendation for future Career Guidance Institutes would be that each participating business member outline to the group what his business expects of the educators.

Because of the extensive course coverage of the business and office career cluster in the Des Moines area, very little of the course outline was not covered. The exceptions were court reporters and medical secretaries. In the future Career Guidance Institute members should attempt to visit these two areas.

The business and office career cluster received more emphasis than other clusters because the Des Moines metropolitan area is largely business oriented.

Accountant

Duties:

Weekly analysis of departmental budgets
Collect clock cards, verify for payroll
Collect time slips, verify (incentive)

Working hours:

6:00 - 2:30 8 hrs. shifts

Special clothing, masks, shields or equipment:

Safety glasses in shop
Furnished by employer

Working conditions:

Indoors, noisy shop, air conditioned, on feet and sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

All high school courses

Dependent upon other people:

Dependent only on foreman for time slips

Other people depend upon this employee:

Wage employee - (payroll)

Abilities and interests to be successful:

Math

Physical demands:

Walking required in job

Personal qualities:

Congenial - get along well with others

Educational preparation:

High school, trade or technical school, computer training

Jobs young people could do to prepare for this type of work:

Prep for college - good basic background

General Salary range:

Minimum shop wage is $5.10 hr. There are also incentive increases. This job probably was $12,000, perhaps higher

Fringe benefits:

Life insurance paid, health insurance paid, dental, vacation-1 wk/6 mos. 2 2ks/1 yr. 3 wks/3 yrs. 4 wks/20 yrs. 5 wks/30 yrs., 10 holidays, 3 day Xmas shut down, pension plan

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any plant - with wage payroll system

Controller

Duties:

Expenses
Cash flow
Administrative support of sales force

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

None - suits

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean

School subjects of particular use:

Math, good communicating skills, data processing

Dependent upon other people:

Responsible for all money, but others use it

Other people depend upon this employee:

For financial advice and management direction

Abilities and interests to be successful:

A real concern for people and customers

Physical demands:

Pressures - ulcers

Personal qualities:

Good reapore with people

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Data processing

General Salary range:

Fringe benefits:

Life insurance paid, health insurance paid, vacation-2 wks., sick days-unlimited, dental

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Business - all

Bookkeeper

Duties:

General accounting
Clerks
Bookeeper invoice

Working hours:

8:30 - 5:00

Special clothing, masks, shields or equipment:

Furnished by employer

Working conditions:

Indoors, noisy, hazardous (normal office), air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Bookeeping, general accounting, typing, math, business, shorthand

Dependent upon other people:

Right data within time period

Other people depend upon this employee:

Information compiled accurately for raw data

Abilities and interests to be successful:

Math, dependability, work with people, communication

Physical demands:

Sitting

Personal qualities:

Math, dependability, work with people, communication

Educational preparation:

High school, trade or technical school, AIB, on-the-job training

Jobs young people could do to prepare for this type of work:

Type, 10 key adding machine, ledger

General Salary range:

entry level $5,500.
after 5 yrs. $8,000, after 10 yrs. $13,000

Fringe benefits:

Life insurance paid, health insurance paid, dental, pension, 3 holidays, 2 wks. at Xmas

Opportunities for advancement:

Average, very good

Other occupations knowledge, skills for job to be utilized:

Business

Calculation Clerk

Duties:

Figure benefits for group policy - new entrants, retirees, terminations
Answer phone, write letters

Working hours:

7:00 - 3:15

Special clothing; masks, shields or equipment:

None
Calculator, xerox machine, typewriter, CGS screen furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Reading (comprehension), writing, arithmetic, verbal communication, typing

Dependent upon other people:

All other people in group life insurance in her assigned group.
People who make out checks when due personnel involved

Other people depend upon this employee:

A lot in the "vicious circle".

Abilities and interests to be successful:

Math ability, work with other people, reading comprehension

Physical demands:

Great amount of mental stress. Great amount of walking

Personal qualities:

Patience, tact

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Jobs with knowledge of math required and ability to deal with detailed information

General Salary range:

Calculation clerk based on overall high school grade average and aptitude test. Entry level $420-$435 mo. Merit pay increases

Fringe benefits:

Partial life and health insurance paid, vacation-1 wk/6 mos. 2 wks/1 yr. 3 wks/10 yrs, sick days-½ day for each 1 mo of perfect attendance, holidays, gymnasium facilities, cafeteria, doctor and nurse on duty at all times

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any job requiring math, typing abilities

Bookkeeper

Duties:

General accounting
Clerks
Bookeeper invoice

Working hours:

8:30 - 5:00

Special clothing, masks, shields or equipment:

Furnished by employer

Working conditions:

Indoors, noisy, hazardous (normal office), air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Bookeeping, general accounting, typing, math, business, shorthand

Dependent upon other people:

Right data within time period

Other people depend upon this employee:

Information compiled accurately for raw data

Abilities and interests to be successful:

Math, dependability, work with people, communication

Physical demands:

Sitting

Personal qualities:

Math, dependability, work with people, communication

Educational preparation:

High school, trade or technical school, AIB, on-the-job training

Jobs young people could do to prepare for this type of work:

Type, 10 key adding machine, ledger

General Salary range:

entry level $5,500
after 5 yrs. $8,000, after 10 yrs. $13,000

Fringe benefits:

Life insurance paid, health insurance paid, dental, pension, 3 holidays, 2 wks. at Xmas

Opportunities for advancement:

Average, very good

Other occupations knowledge, skills for job to be utilized:

Business

Calculation Clerk

Duties:

Figure benefits for group policy - new entrants, retirees, terminations
Answer phone, write letters

Working hours:

7:00 - 3:15

Special clothing, masks, shields or equipment:

None
Calculator, xerox machine, typewriter, CGS screen furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Reading (comprehension), writing, arithmetic, verbal communication, typing

Dependent upon other people:

All other people in group life insurance in her assigned group.
People who make out checks when due personnel involved

Other people depend upon this employee:

A lot in the "vicious circle".

Abilities and interests to be successful:

Math ability, work with other people, reading comprehension

Physical demands:

Great amount of mental stress. Great amount of walking

Personal qualities:

Patience, tact

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Jobs with knowledge of math required and ability to deal with detailed information

General Salary range:

Calculation clerk based on overall high school grade average and aptitude test. Entry level $420-$435 mo. Merit pay increases

Fringe benefits:

Partial life and health insurance paid, vacation-1 wk/6 mos. 2 wks/1 yr. 3 wks/10 yrs, sick days-½ day for each 1 mo of perfect attendance, holidays, gymnasium facilities, cafeteria, doctor and nurse on duty at all times

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any job requiring math, typing abilities

CIF Input Clerk

Duties:

Recording new accounts or maintenance
Updating records

Working hours:

9:00 - 6:00

Special clothing, masks, shields or equipment:

No, CIF terminal furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

English, spelling, typing

Dependent upon other people:

Officers that open accounts, and get necessary information to this employee for her records

Other people depend upon this employee:

Reject clerk depends on this information being recorded so accounts are not unnecessarily rejected

Abilities and interests to be successful:

Liking to work with people and with statistics

Physical demands:

None other than general good health

Personal qualities:

Patience, enthusiasm about job

Educational preparation:

No basic requirements, but advancement harder. On-the-job training

Jobs young people could do to prepare for this type of work:

General office work and public relations work

General Salary range:

entry level $400-$460 mo.

Fringe benefits:

Life insurance paid, health insurance-shared, paid vacation-2 wks/1 yr. sick days-6 ea. yr. can accumulate, retirement program, profit sharing after 1 yr., 6 hrs per semester educational benefits, disa. retirement benefit, free checking

Opportunities for advancement:

Depends on individual

Other occupations knowledge, skills for job to be utilized:

Any where using computer instruments

Key Punch Operator

Duties:

Instruct new people and machines
Program system
Supervise and verify people's work

Working hours:

8:00 - 4:30

Special clothing, masks, shields or equipment:

No special requirements
Key punch furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Typing, general math, observation of details

Dependent upon other people:

Need correct information, need materials quickly
Neatness and exactness

Other people depend upon this employee:

Customers depend upon this employee. Other departments also

Abilities and interests to be successful:

Like to meet people, cooperation and willingness to work
Pleasantness

Physical demands:

Long periods of sitting, eyestrain and constant concentration

Personal qualities:

Courtesy, friendliness, cheerfulness, good outlook on life, speed and accuracy

Educational preparation:

High school not absolutely necessary, trade or technical school, on-the-job training

Jobs young people could do to prepare for this type of work:

Any other business having key punch. Person should know how to type

General Salary range:

entry level $95 to $100 per wk
after 5 yrs $100 to $150 per wk, after 10 yrs over $200

Fringe benefits:

Health insurance paid, life insurance paid, paid vacation-2 wks, sick days-12 per yr. up to 132 days, pension fund, credit union

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Other insurance companies, banks and other businesses having key punch

Executive Secretary and Personnel Coordinator

Duties:

Personal correspondence of branch manager
Testing - makes information available to employees
Reporting test results and advises

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

Typewriter, copy machines, adding machine, BTR, running office equipment furnished by employer

Working conditions:

Indoors, outdoors traveling, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Office practice (typing, shorthand, bookkeeping), public speaking, sociology, math

Dependent upon other people:

Advises the managers and is responsible to them. Good communications with other secretaries is necessary

Other people depend upon this employee:

All areas in office depend directly upon her, and her boss is certainly dependent. Regional office people depend on information she brings.

Abilities and interests to be successful:

Self confidence is very necessary

Physical demands:

Nothing strenuous

Personal qualities:

Good personality - one who relates to people. Getting job done, following directions

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

Any work including typing and shorthand - instruction jobs (counselors, tour guides)

General Salary range:

entry level $8,500
after 5 yrs $10,000, after 10 yrs $12,000

Fringe benefits:

Life and health insurance paid, paid vacation-2 wks/1 yr. sick days-unlimited, dental insurance, tuition aid, profit sharing, travel insurance, disability pay

Opportunities for advancement:

Very good. Could go into sales or management

Other occupations knowledge, skills for job to be utilized:

Other secretarial work, in management

President of Company - Sales Oriented

Duties:

Financing
Real estate acquisitions
Forth percent sales work, keep herd on employees

Working hours:

7:30 a.m. - afternoons relatively free

Special clothing, masks, shields or equipment:

Working conditions:

Indoors-60%, outdoors, noisy, dusty or smoky, air conditioned, sit down, well lighted, clean competent and safe co-workers

School subjects of particular use:

Agriculture, typing, (teacher is more of an influence)

Dependent upon other people:

Dependent upon grower

Other people depend upon this employee:

Salaries, product

Abilities and interests to be successful:

Knowledge of machinery, reading

Physical demands:

Traveling fatigue, late hours

Personal qualities:

Stamina, liking people, drive

Educational preparation:

High school, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Not enough emphasis on how to "make a buck".

General salary range:

Variable

Fringe benefits:

Group insurance plan, retirement fund

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Agriculture is going to be a tremendous field. Any place

President of Co. - Financial Oriented

Duties:

Sales
Customer relations
Fill in where needed

Working hours:

When ever

Special clothing, masks, shields or equipment:

Hard hats, gloves, furnished by employer
Heavy shoes, furnished by employee

Working conditions:

Indoors, outdoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Typing, math, business courses

Dependent upon other people:

In every way

Other people depend upon this employee:

In many ways

Abilities and interests to be successful:

Interest in business, ability to communicate

Physical demands:

Hard work

Personal qualities:

Respect, patience, understanding

Educational preparation:

Not sure

Jobs young people could do to prepare for this type of work:

Any business opportunity

General Salary range:

Fringe benefits:

Life and health insurance paid, paid vacation-depends on years

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Any

Vice President Quinn Popcorn Inc.

Duties:

Supports the President's duties

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Agriculture, typing, sociology, psychology

Dependent upon other people:

Dependent upon President for work orders. Indirectly dependent upon grower

Other people depend upon this employee:

Entire personnel is dependent upon decisions

Abilities and interests to be successful:

Farm knowledge, reading trade journals, esp., U.S. Dept. of Agriculture Reports

Physical demands:

More mental demands than physical

Personal qualities:

Dependability, interested in facts and figures

Educational preparation:

High school, college would probably help, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Summer work - detasseling, sacking; farming

General Salary range:

entry level $9,500, after 5 yrs $14,000
after 10 yrs $25,00-$30,000 Depends upon financial success of business

Fringe benefits:

Group insurance plan, retirement plan

Opportunities for advancement:

If boss should retire

Other occupations knowledge, skills for job to be utilized:

Any occupation related to agriculture or any executive responsibility

Assistant Plant Manager

Duties:

Buys and sells grain
Supervises personnel
A wide variety of office work

Working hours:

7:00 - 5:30

Special clothing, masks, shields or equipment:

None

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Agriculture, mathematics, business, English, speech

Dependent upon other people:

Other people depend upon this employee:

Abilities and interests to be successful:

Must be interested in dealing with people. Interest in record keeping, etc.

Physical demands:

Good general health

Personal qualities:

Pleasant. Must be able to stand much pressure because of the demands made by many phone calls, lines of trucks hauling grain, etc. Must have good judgement and quick

Educational preparation:

College

Jobs young people could do to prepare for this type of work:

Agriculture related, office and business

General Salary range:

$9,000 to $15,000 year

Fringe benefits:

Life insurance paid-$2,000, health insurance paid-all but $5 a mo., paid vacation-2 wks/1-8 yrs, 3 wks/8-15 yrs., sick days-individually handled, co-retirement plans and social security

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Many middle management jobs

New Accounts Administrator (Bank)

Duties:

Give small loans to $500
Open regular master charge accounts to $500
Handle all correspondence for department

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

None
Furnished by employer - computer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

English, speech - talk to people on phone

Dependent upon other people:

Depends on supervisor for help in difficult situations

Other people depend upon this employee:

Clerks come to her with problems

Abilities and interests to be successful:

Be able to talk on phone. Must be firm and to the point

Physical demands:

Mental strain

Personal qualities:

Be calm

Educational preparation:

High school not required for entry level jobs, on-the-job training

Jobs young people could do to prepare for this type of work:

Telephone work. Aware of how credit system works

General Salary range:

entry level $400-$460 mo.
after 5 yrs $800 mo.
Performance rated

Fringe benefits:

Life ins. paid twice annual income, partial health insurance paid, paid vacation-2 wks/1 yr., sick days-6 ea yr., accumulative, retirement plan after 24 yrs. old, profit sharing/1 yr., disa. 2 yrs, free checking

Opportunities for advancement:

Very good. Depends on individual

Other occupations knowledge, skills for job to be utilized:

Loan or finance company credit departments

Personal Banking

Duties:

Installment lending
Solving banking problems
Opening new accounts

Working hours:

8:00 - 4:45

Special clothing, masks, shields or equipment:

None
Calculator CIF furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

General math, English, write and speak

Dependent upon other people:

The employees depend upon each other - one person in every dept.

Other people depend upon this employee:

Customers rely upon her and others for information

Abilities and interests to be successful:

Interested in meeting people, patient and understanding, personable, common sense, installment lending or credit

Physical demands:

None

Personal qualities:

Outgoing, good personality, good listener, honest

Educational preparation:

High school, college

Jobs young people could do to prepare for this type of work:

Work with public contact and money or bookeeping, office work and credit terms

General Salary range:

Fringe benefits:

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Public relations, savings and loan

Assistant Credit Manager (Bank)

Duties:

Supervisor of new accounts
Statements
Billing

Working hours:

8:00 - 5:30

Special clothing, masks, shields or equipment:

Calculator, telephone, computer, furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean

School subjects of particular use:

English, math, sociology, psychology, bookkeeping, typing, machine operating courses

Dependent upon other people:

Secretary to transcribe thoughts, depend on research from other people, data center - delivery department - post office

Other people depend upon this employee:

As supervisor help the employees. Executive office - knowing bills are sent out (Interchangeable with above)

Abilities and interests to be successful:

Interest in other people, level headed - rational, ability to communicate with people

Physical demands:

None - some machines are dangerous

Personal qualities:

Friendly, genuine interest, good sale ability

Educational preparation:

The more the better, majority in high school, on-the-job training

Jobs young people could do to prepare for this type of work:

Working in the store or other types of stores, sales experience, clerical work, jobs dealing with oehter people

General Salary range:

Different levels - minimum wage $210 - areas have different levels different geographical areas

Fringe benefits:

100% 1½ times yearly salary, Blue Cross-Blue Shield-employee paid, (except 20 yr. club) paid vacation-1 wk/1 yr. 2 wks/2 yrs. 3 wks/10 yrs. 3 wks/20 yrs. sick days based on tenure

Opportunities for advancement:

Very good. Advances come from within

Other occupations knowledge, skills for job to be utilized:

Any job related with people. Customer service area

Senior Inventory Analyst (Industrial)

Duties:

Inventory control
Testing inventory
Updating current inventory counts

Working hours:

8:00 - 4:30

Special clothing, masks, shields or equipment:

Safety glasses

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean

School subjects of particular use:

Mathematics, computer background

Dependent upon other people:

Totally - in the interrelations part of the company

Other people depend upon this employee:

Same as above

Abilities and interests to be successful:

Enjoy research

Physical demands:

None

Personal qualities:

Educational preparation:

High school, college preferred

Jobs young people could do to prepare for this type of work:

Basic high school background

General Salary range:

entry level $850 mo.
after 5 yrs $1,000 mo.

Fringe benefits:

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any where in manufacturing

Supervisor Marking Area (Industrial)

Duties:

Sufficient people for jobs, marking, sup. that deadlines met or freight, bills ready to be paid

Working hours:

8:00 - 4:00

Special clothing, masks, shields or equipment:

None
Adding machine, xerox machine, talk-a-phone

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Psychology, basic skills

Dependent upon other people:

Truckers to get goods in elevator and freight men to get to floors, markers to mark correctly

Other people depend upon this employee:

Other employeas ask questions, other stores depend on getting goods marked and out on time

Abilities and interests to be successful:

Getting along with people of diverse personalities

Physical demands:

Walking, some lifting of heavy boxes

Personal qualities:

Happy disposition helps

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Retail sales work

General Salary range:

entry level $250-$300

Fringe benefits:

Life insurance paid, paid vacation, sick days available, profit sharing after 5 yrs., store discount

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Similar store

Administration Operations Manager (Personnel)

Duties:

Manage division of ordering and putting rental equipment on order
Assuring customer is charged
Supervises nine people

Working hours:

Over 40 hours

Special clothing, masks, shields or equipment:

None, neat conservative dress
Office quipment furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Business, economics

Dependent upon other people:

Other people in data processing to get the job done

Other people depend upon this employee:

They depend on him to see that they manage their time well

Abilities and interests to be successful:

Good attitude toward work, grammar, typing and filing

Physical demands:

More mental than physical

Personal qualities:

Ability to work with others, attitudes, communication, especially listening

Educational preparation:

As much as you can get, depending on specific job

Jobs young people could do to prepare for this type of work:

Business related jobs

General Salary range:

Depends upon education and experience. Merit pay

Fringe benefits:

Life insurance paid, health insurance paid, sick days-unlimited, paid vacation-2 wks., up to 5 yrs., 5 holidays optional, dental ins., tuition refund-100%, adoption plan-money for adopting special ed. benefits, stock option-85%, 10% of pay check

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

IBM does not hire managers off the street. An employee must work up generally. Personnel work would be of benefit

Business Operations Manager

Duties:

Responsible for expenses
Cash flow
Administrative support

Working hours:

8:00 - 5:00 plus

Special clothing, masks, shields or equipment:

Furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, English, Data processing, Sales, Psych. Soc.

Dependent upon other people:

Responsible for money other people spend

Other people depend upon this employee:

Administrative support, guidance, financial dealing

Abilities and interests to be successful:

Good communication skills, willingness to work hard, good customer oriented attitude

Physical demands:

Pressure, ulcers

Personal qualities:

Flexibility, decisions in a short period, decisions on incomplete data

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

Sales, accounting, data processing

General Salary range:

entry level $20,000
Asst. Mgr. $13,000 Cler. $6,500

Fringe benefits:

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Everybody

Administration Operations Manager (Personnel)

Duties:

Manage division of ordering and putting rental equipment on order
Assuring customer is charged
Supervises nine people

Working hours:

Over 40 hours

Special clothing, masks, shields or equipment:

None, neat conservative dress
Office quipment furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Business, economics

Dependent upon other people:

Other people in data processing to get the job done

Other people depend upon this employee:

They depend on him to see that they manage their time well

Abilities and interests to be successful:

Good attitude toward work, grammar, typing and filing

Physical demands:

More mental than physical

Personal qualities:

Ability to work with others, attitudes, communication, especially listening

Educational preparation:

As much as you can get, depending on specific job

Jobs young people could do to prepare for this type of work:

Business related jobs

General Salary range:

Depends upon education and experience. Merit pay

Fringe benefits:

Life insurance paid, health insurance paid, sick days-unlimited, paid vacation-2 wks., up to 5 yrs., 5 holidays optional, dental ins., tuition refund-100%, adoption plan-money for adopting special ed. benefits, stock option-85%, 10% of pay check

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

IBM does not hire managers off the street. An employee must work up generally. Personnel work would be of benefit

Business Operations Manager

Duties:

Responsible for expenses
Cash flow
Administrative support

Working hours:

8:00 - 5:00 plus

Special clothing, masks, shields or equipment:

Furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, English, Data processing, Sales, Psych. Soc.

Dependent upon other people:

Responsible for money other people spend

Other people depend upon this employee:

Administrative support, guidance, financial dealing

Abilities and interests to be successful:

Good communication skills, willingness to work hard, good customer oriented attitude

Physical demands:

Pressure, ulcers

Personal qualities:

Flexibility, decisions in a short period, decisions on incomplete data

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

Sales, accounting, data processing

General Salary range:

entry level $20,000
Asst. Mgr. $13,000 Cler. $6,500

Fringe benefits:

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Everybody

Employment Manager

Duties:

Hiring of employees for Des Moines, Ottumwa, Osceola
Non-manage

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

Working conditions:

Indoors, sit down

School subjects of particular use:

Dependent upon other people:

Other people depend upon this emp oyee:

Abilities and interests to be successful:

Physical demands:

Personal qualities:

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

Build a good school record, work record on previous jobs, attendance and punctuality most important

General Salary range:

entry level $121
after 5 yrs $300

Fringe benefits:

Life insurance paid after 6 mos., health insurance paid after 6 mos., paid vacation-1 wk/6 mos. up to 5 wks. after 25 yrs., sick days-none

Opportunities for advancement:

Other occupations knowledge, skills for job to be utilized:

Employee and Community Relations Manager

Duties:

Recruitment
Administer salaries and benefits
P.R.

Working hours:

8:00 - 4:45

Special clothing, masks, shields or equipment:

None

Working conditions:

Indoors, noisy in some areas, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-woerkers

School subjects of particular use:

Employee-industrial relations, Psych., Math, Business English

Dependent upon other people:

Each representative must do assignment. Dependent on supervisors

Other people depend upon this employee:

Direction and guidance on copany policy. Guidance in problems of relating to people

Abilities and interests to be successful:

Good judgment-business judgment. True interest in people

Physical demands:

Must stay until job is done

Personal qualities:

Empathy

Educational preparation:

College, on-the-job training

Jobs young people could do to prepare for this type of work:

First line supervisors, selling

General Salary range:

$410 mo. (1-12 classes

Fringe benefits:

Life insurance-subsidized, health insurance-subsidized for dependents, paid vacation-1 to 5 wks., sick days-12 wks. full pay, 40 yr. half, educational assistance, savings plan, retirement.

Opportunities for advancement:

Average

Other occupations knowledge, skillsfor job to be utilized:

Any large corporation

Administrative Ops. Manager

Duties:

Manager of building cite
Ordering installation
Billing - Mgr. of 9 people, Secty. to Work Proc. Ctr.

Working hours:

8:00 - 5:00

Special clothing masks, shields or equipment:

None
Furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

College prep., accounting, economics

Dependent upon other people:

Do their job right; managmeent needs people

Other people depend upon this employee:

Abilities and interests to be successful:

Getting along with people, attitude

Physical demands:

More mental

Personal qualities:

Getting along with people, personality, teamwork, communication, listening

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Office work, Co-op D.E.

General Salary range:

Merit pay system

Fringe benefits:

Life insurance and health insurance paid, paid vacation-2 wks., dental, early retirement, optional holidays, tuition refund, adoption plan, stock option, 85% market value

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

All businesses

Branch Control Manager

Duties:

Responsible for expenses, cash flow and administrative support

Working hours:

8:00 - 5:00 or whatever to complete the work

Special clothing, masks, shields or equipment:

Suit

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, English, data processing

Dependent upon other people:

Ways others spend the money

Other people depend upon this employee:

To provide services for the sales and service groups

Abilities and inteests to be successful:

Concern for employees and customers

Physical demands:

Worry and concern over success of business

Personal qualities:

Good communication skills, willingness to work hard

Educational preparation:

High school,apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Jobs in accounting or data processing jobs that deal with people

General salary range:

Based on area - top 10% of companies in the area

Fringe benefits:

Life insurance paid up to 3 yrs 3 times salary, after 3 yrs. 6 times salary, health insurance paid, paid vacation-2 wks./1 yr. 3 wks/5 yrs. sick days-varies according to need, education aid, dental

Opportunities for advancement:

Very good. Based on success and willingness to move

Other occupations knowledge, skills for job to be utilized:

Any job in areas that need financial skills and background

Supervisor of Computer Services

Duties:

Input into the computer
Form letters and originals
Tel-edisette typing

Working hours:

8:00 - 4:30

Special clothing, masks, shields or equipment:

None
CRT machine, computer, tel-edisette, MT/ST, furnished by employer

Working conditions:

Indoors, noisy, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Typing, English, Spelling, Math

Dependent upon other people:

People call on the tel-edisette and dictate material for the girls to transcribe and place on the computer

Other people depend upon this employee:

They do the majority of correspondence so they must get the letters out so the recepients will receive answers to their questions and problems solved

Abilities and interests to be successful:

Like typing

Physical demands:

A person could not be severely handicapped in thier hands or arms

Personal qualities:

Getting along, good attitude, follow directions

Educational preparations:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Business courses

General Salary range:

$95 per wk., 240 records an hr. 8 letters an hr
3-6 months probation

Fringe benefits:

Life insurance paid, health insurance paid-a portion until 5 yrs. than all, paid vacation-2 wks/1 yr. 3 wks/5 yrs. 4 wks/10 yrs., sick days-1 day per mo. up to 132 days

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any place that has secretarial type people

Supervisor of Customer Relations

Duties:

Supervising employees in department
Giving answers to department questions
Providing on-the-job training

Working hours:

8:00 - 4:45

Special clothing, masks, shields or equipment:

None
Office quipment, furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

General courses

Dependent upon other people:

How other employees function determines how successful the department you have responsibility for succeeds

Other people depend upon this employee:

Taking care of problems resulting from credit card holders

Abilities and interests to be successful:

Being able to follow directions, getting along with others and a desire to succeed

Physical demands:

Sticking to job and following through on assignments

Personal qualities:

Being able to work well with public and fellow employees

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Any type of job that deals with working with others and the public

General Salary range:

Fringe benefits:

Life insurance paid, health insurance paid, paid vacation, sick days

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Just about any other business

Teller

Duties:

Teller work
Train tellers

Working hours:

8:00 - 5:00 or 9:30 - 6:00

Special clothing, masks, shields or equipment:

None
Adding machine, computer, furnished by employer

Working conditions:

Indoors, air conditioned, on feet½, sit down ½, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Business course, machines, English, typing

Dependent upon other people:

On bookkeeping dept., pick up girl, vault

Other people depend upon this employee:

Bookeeping, encoding dept., everything depends on time for computers

Abilities and interests to be successful:

Interested in people and doing a job that's detailed

Physical demands:

On feet most of day, must be pleasant and smile

Personal qualities:

Pleasant personality and like people

Educational preparation:

High school, college, on-the-job training

Jobs young people could do to prepare for this type of work:

Cashiers, discount store help, store clerks, office work

General Salary range:

entry level minimum $400-$460

Fringe benefits:

Life and health insurance paid, paid vacation-2 wks/1 yr., sick days-6 days, profit sharing and pensions

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

In any job

Wage and Benefit Specialist

Duties:

Maintain incentive program

Working hours:

7:00 - 3:30

Special clothing, masks, shields or equipment:

Ear plugs, calculator furnished by employer
Stop watch furnished by employee

Working conditions:

Indoors, noisy, dusty or smoky, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, communication

Dependent upon other people:

Settle shop problems

Other people depend upon this employee:

Depend on him to settle fair solution to incentive program

Abilities and interests to be successful:

Self starter, math related

Physical demands:

None

Personal qualities:

Get along with others, be able to stand pressure

Educational preparation:

College

Jobs young people could do to prepare for this type of work:

Business related

General Salary range:

$13,000

Fringe benefits:

Life and health insurance paid, paid vacation-3 wks/3 yrs. 4 wks/10 yrs.

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Business related

Salary.Administartor

Duties:

Salary Adm.)
Job description) Salary people only
Merit raises)

Office manager
Office service
dupl, supplies, mail service
Food service corr.

Working hours:

8:00 - 4:30 Occasional overtime

Special clothing, masks, shields or equipment:

None
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet 50%, sit down 50%, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, English, Psych. Human relations, Communication

Dependent upon other people:

He is in charge of seeing that supplies are distributed

Other people depend upon this employee:

He makes sure everyone gets what pay they deserve - salary people only
He is in charge of food services which feeds the entire plant

Abilities and interests to be successful:

Human relation - you have to be very interested in people, and must have the ability to perform services for people

Physical demands:

None

Personal qualities:

Human relation - you have to be very interested in people, and must have the ability to perform services for people

Education preparation:

High school, college, on-the-job training

Jobs young people could do to prepare for this type of work:

Payroll type jobs, figure type jobs

General Salary range:

$850-$900

Fringe benefits:

Life and health insurance paid, vacation-2 wks/1 yrs. 3 wks/3 yrs., 4 wks/10 yrs 5 wks/20 yrs. 6 wks/30 yrs., 7 wks/35 yrs. sick days-none

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Personnel, accounting, purchasing

Repair Clerk

Duties:

Answer repair calls
Work service orders

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

Telephone head peice, furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

English (oral communication especially)

Dependent upon other people:

Each fulfilling his job

Other people depend upon this employee:

Getting things started
Accurate information

Abilities and interests to be successful:

Liking and talking to people

Physical demands:

Keeping up a pleasant sounding voice

Personal qualities:

Voice pleasant and attitude

Educational preparation:

Jobs young people could to to prepare for this type of work:

Receptionist type work

General Salary range:

Fringe benefits:

Life insurance paid after 6 mos., health insurance paid after 6 mos., vacation-1 wk/1 yr. 2 wks/2 yrs. 3 wks/ 8 yrs. 4 wks/15 yrs. 5 wks-/25 yrs. Sick days-none, 10 holidays, savings plan, pension after 30 yrs.

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Receptionist, general office

Administrative Clerk

Duties:

Maintain trouble log
Handle time sheets
Telephone answering - reports - teletype to order supplies

Working hours:

8:00 - 4:30

Special clothing, masks, shields or equipment:

None
Teletype, furnished by employer

Working conditions:

Indoors, noisy, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Typing, bookeeping

Dependent upon other people:

Help from other departments for answers

Other people depend upon this employee:

Trouble tickets and time cards
Phone messages

Abilities and interests to be successful:

Communicate and cooperate with workers

Physical demands:

None unusual

Personal qualities:

Dependability, cooperativeness

Educational preparation:

High school

Jobs young people could do to prepare for this type of work:

High school grad., like clerical work

General Salary range:

entry level $130 wk.
after 5 yrs $191 wk.

Fringe benefits:

Life insurance paid after 6 mos., health insurance paid after 6 mos., vacation- 1 wk/6 mos. 2 wks/1 yr. 3 wks/8 yrs. 4 wks./15 yrs. 5 wks/ 25 yrs. Sickness program, 10 holidays, telephone service after 6 mos. 50% discount on local service, pension plan paid by Co., dental plan

Opportunities for advancement:

Average due to equal opportunity

Other occupations knowledge, skills for job to be utilized:

Most any office

Clerk in Industrial Engineering

Duties:

File, make copies, file new copy, destroy old, make copy of new job detail and deliver
Answer phones, deliver job detail info. to shop and file

Working hours:

7:00 - 3:30

Special clothing, masks, shields or equipment:

No sandals because of travel through shop area
Mail bag, safety glasses, bike, furnished by employer

Working conditions:

Indoors, outdoors, air conditioned,on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Basic skills

Dependent upon other people:

Dependent on engineers for information and material that keeps you busy

Other people depend upon this employee:

Keep current detail information sheets in the shop. Keep filing up to date

Abilities and interests to be successful:

Physical demands:

Lot of walking, ride bicycle

Personal qualities:

Good memory

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Not much preparation needed

General Salary range:

$615-$670 Merit reviews yearly

Fringe benefits:

Life and health insurance paid, vacation-1 wk/6 mos., 2 wks/1 yr. 3 wks/3 yrs. 4 wks/10 yrs. 5 wks/20 yrs. sick days-none, 5 personal leave days/yr., dental insurance, 2/3 education paid of job related

Opportunities for advancement:

Not good (unless typing skills acquired)

Other occupations knowledge, skills for job to be utilized:

Any job requiring filing

Microfilm Camera Operator

Duties:

Film
Prepare documents
Working with processor

Working hours:

8:00 - 4:30

Special clothing, masks, shields or equipment:

None
Furnished by employer - special equipment

Working conditions:

Indoors, slightly noisy, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Art class, science

Dependent upon other people:

Depend upon others in department to work as a team effort to complete assignments

Other people depend upon this employee:

Company depends upon microfilm for accuracy in serving its customers

Abilities and interests to be successful:

Like variety of work assignments. Interested in detailed work

Physical demands:

None

Personal qualities:

Work with others as a team

Educational preparation:

High school, on-the-job training to work with machine

Jobs young people could do to prepare for this type of work:

General Salary range:

$95.50/wk.

Fringe benefits:

Life and health insurance paid, vacation-2 wks/1 yr., sick days-1 per mo., retirement program, 9 paid holidays, tuition refund plan, pension plan, dental and prescription services

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Filing

Final Recovery Clerk

Duties:

Collect bill
Working service with unpaid debt
Attain security for future service

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

None - dress to meet public
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean

School subjects of particular use:

None General academic (attitudes)

Dependent upon other people:

Ipalco
Credit bureau

Other people depend upon this employee:

Same as above

Abilities and interests to be successful:

Listening to people. Detect work

Physical demands:

On your toes

Personal qualities:

Pleasing voice. Interest in people

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

General Salary range:

$135 entry level
$211.50 after 5 yrs.

Fringe benefits:

Life and health insurance paid, paid vacation

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Detective, police, credit bureau

Group Leader - Lock Box

Duties:

Girls meet deadlines
Help out during tough times
Making things run smoothly

Working hours:

6:30 - 2:00-2:30 unless needed longer

Special clothing, masks, shields or equipment:

None
Adding machines, furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, writing, alphabetize

Dependent upon other people:

Very dependent upon mail people

Other people depend upon this employee:

Work needs to be done as soon as possible. Lots of interaction with other departments

Abilities and interests to be successful:

Being able to work all kinds of people

Physical demands:

Pressure meeting deadlines

Personal qualities:

Being able to get along with people. Everyone treated equal

Educational preparation:

No real requirements, would like experience in some areas, much on-the-job training

Jobs young people could do to prepare for this type of work:

Sales, clerical work in office, a job where you are dealing with people

General Salary range:

entry level $400-$460 a mo.

Fringe benefits:

Bank pays life insurance twice your annual salary, health insurance most picked up by company, vacation-2 wks/1 yrs. 6 days of sickness accumulated, free checking account, retirement plan paid by Co.

Opportunities for advancement:

Depends totally on the individual

Other occupations knowledge, skills for job to be utilized:

Bookkeeping, clerical, insurance

Accounting Clerk

Duties:

Bookkeeping
Enter paper into ledger or computer, transfer

Working hours:

8:30 - 5:00 some overtime

Special clothing, masks, shields or equipment:

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Business courses, 10 key adding machine, bookkeeping, general accounting, typing, algebra

Dependent upon other people:

Very important - need right data

Other people depend upon this employee:

Information in subledgers is compiled and put together to plan and operate

Abilities and interests to be successful:

10 key adding machine, dependability, work with other people

Physical demands:

None, stamina

Personal qualities:

Ability to get along with people, must do same work every day

Educational preparation:

High school, some on-the-job training (not a large amount), AIB

Jobs young people could do to prepare for this type of work:

Adding machine, bookkeeping

General Salary range:

entry level $5,000-$6,000
after 5 yrs. $8,000 after 10 yrs $12,000-$13,000

Fringe benefits:

Life insurance and health insurance paid, vacation-2 wks and more, sick days-good depends on supervisor, 2 wks at Xmas

Opportunities for advancement:

Average and very good, depends on skills and jobs

Other occupations knowledge, skills for job to be utilized:

In other departments of company

Service Clerk

Duties:

Record keeping within Directory Assistance Department
Scheduling of payroll
Daily load - absences, overtime

Working hours:

8:00 - 4:00

Special clothing, masks, shields, or equipment:

None
Typewriter, calculator, furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean

School subjects of particular use:

Spelling, math, typing, office practice

Dependent upon other people:

Depends on record department (traffic order)
Management

Other people depend upon this employee:

Payroll
Overtime recorded

Abilities and interests to be successful:

Accuracy with figures, attention to details, talking to other departments in building

Physical demands:

Not strenuous

Personal qualities:

Good telephone voice

Educational preparation:

High school, trade or technical school (business school)

Jobs young people could do to prepare for this type of work:

Spelling, communication skills, mathematics skills

General Salary range:

entry level $125.50-$133.50
after 10 yrs. $200

Fringe benefits:

Life and health insurance paid, vacation-4 to 5 wks. sick days-none but 1 yrs. experience at ½ pay to 1 yr. full pay, will have dental in 1976

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Bank clerk, any form of bookkeeping

Encoder

Duties:

Process and encode the dollar amt. on checks
Balance the accounts
Train new employees to use the machines

Working hours:

9:00 - 6:00

Special clothing, masks, shields or equipment:

Street clothing - look neat
Encloding machine, furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Bookkeeping

Dependent upon other people:

Requires teamwork - each person has an amount of work to do. People who don't do their share create problems

Other people depend upon this employee:

See above. Others call on her for help in specific problems

Abilities and interests to be successful:

Like machine work

Physical demands:

Alert, high power of concentration

Personal qualities:

Ability to get along with other people

Educational preparation:

No formal training for entry positions, on-the-job training

Jobs young people could do to prepare for this type of work:

Bookkeeping, operate machines

General Salary range:

$400-$475 a mo. depending on entry level

Fringe benefits:

Life insurance paid 100%, 2 times annual salary, health insurance paid-shared by employee and bank; paid vacation 2 wks/1 yr. sick days-6 and can be accumulated, free checking, retirement paid for by Co., full tuition for academic training after 6 mos.

Opportunities for advancement:

Depends solely on the individual

Other occupations knowledge, skills for job to be utilized:

Accountant, programmer

Clerk Typist

Duties:

Job detail and standard sheets
Sends plastics to shop
Answers telephone

Working hours:

7:00 - 3:30

Special clothing, masks, shields or equipment:

Safety glasses and ear plugs in the shop area
Typewriter, adding machine, xerox, furnished by employer

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Typing, spelling, oral communication

Dependent upon other people:

She depends upon engineers and other secretaries in department

Other people depend upon this employee:

Engineers depend upon her. Shop foremen depend upon her

Abilities and interests to be successful:

Interested in people and being able to communicate, mathematics, reading number codes, taking messages and delivering, filing

Physical demands:

On feet most of the time. Good eyes

Personal qualities:

Personality, self-control, working well with others, patience

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Clerical work

General Salary range:

$7,200

Fringe benefits:

Life and health insurance paid, vacation-1 wk/6 mos., 2 wks/ 1 yr. 3 wks/3 yrs. sick days-up to discretion of supervisor, maternity benefits

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any office related job

Mail Clerk

Duties:

Certified, registered and insured mail, sorts & counts mail
Letter-type mail, supply ordering
Share duties with co-workers

Working hours:

Summer hrs. 8:30 - 4:45 ex. Fri. 8:45 - 5:15
Winter hrs. 8:30 - 5:15 ex. Fri. 8:45 - 5:30

Special clothing, masks, shields or equipment:

None - smocks are available, comfortable shoes
equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet 50%, sit down 50%, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Nothing special, perhaps math, office machines, typing, handwriting

Dependent upon other people:

Depends on other departments to get mail to them. Everyone in department pulls their weight

Other people depend upon this employee:

They depend on you to get mail out

Abilities and interests to be successful:

Speed and accuracy, ability to get along, natural curiosity

Physical demands:

Must be able to stand and drag or carry 60 lbs. of mail

Personal qualities:

Good sense of humor, pressure towards end of the day, work with others, attendance

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Type of job in which the person could learn to handle money.
General office work, machines

General Salary range:

$400-$410 mo. Merit raise

Fringe benefits:

Life and health insurance paid, vacation-2 wks/1 yr. 1 wk/6 mos. sick days-1 per mo.

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Preparation for mail service

Pension Group Clerk

Duties:

Read policies
Use calculators

Working hours:

7:30 - 4:00

Special clothing, masks, shields or equipment:

Equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted

School subjects of particular use:

Math, reading, good attendance, stability, cooperation, good grades

Dependent upon other people:

Checks other person's work
Reads pension policies and interpret

Other people depend upon this employee:

Must work with other people
Cooperation

Abilities and interests to be successful:

Math, reading, attendance

Physical demands:

Personal qualities:

Interest in reading and math

Educational preparation:

High school, math

Jobs young people could do to prepare for this type of work:

Learn addition, subtraction, multiplication, division
work with percentages, read

General Salary range:

$420-$435 "C" student, based on qualification and skills
$435-$475

Fringe benefits:

Health insurance paid $1.15 per mo., paid vacation-2 wks., $6 full medical per mo. and dental

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Other insurance companies

Claims Clerk

Duties:

Identifying type of claim
Entering claim into encoder tied to computer, some writing and typing for communication with other departments, customer and hopsital or doctor

Working hours:

3 work schedules available beginning at 7:00 - 8:00 or 8:30

Special clothing, masks, shields or equipment:

Comfortable clothing
Machines used, furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Typing, math

Dependent upon other people:

All departments are interdependent

Other people depend upon this employee:

All facets depend upon them

Abilities and interests to be successful:

Must write legibly, accurate spelling

Physical demands:

Type at least 30-35 wpm.

Personal qualities:

Personality to work in large department

Educational preparation:

High school

Jobs young people could do to prepare for this type of work:

Any clerical position

General Salary range:

entry level - just above national base

Fringe benefits:

Life insurance and health insurance paid, vacation-2-4 wks, sick days-6 per yr. cumulative

Opportunities for advancement:

Very good. In-company training

Other occupations knowledge, skills for job to be utilized:

Any similar business

COMMUNICATIONS AND MEDIA RELATED OCCUPATIONS

Since the beginning of time man has had the need for communication. In today's technological society the need for communicating has become even more essential. Men have devised several methods of mass communication which we call media. These are Journalism, Motion Picture, Telephone and Telegraph, Recording Industry, Radio and Television Broadcasting. The variety of tasks to be performed in this industry is limitless and ranges from idea creation to the technical aspects of transmissions of ideas. The industry has awesome power to control the thinking of societies and nations and therefore must strive for the highest degree of integrity, objectivity, and responsibility.

Outlook

To provide for the needs of a growing population this industry must continually improve and expand the technology and its use. Communication and media is an ever expanding field and will continue to provide many career opportunities.

Working Environment

Careers in communication and media are performed in a variety of situations ranging from indoor work of cartoonists, writers, and telephone operators to the outdoor surroundings of the reporter, sports broadcaster, or lineman. Many occupations are performed in an exciting and spontaneous atmosphere where new and changing ideas are encountered.

Training and Education

Job opportunities exist for people with all levels of educational achievement from the telephone clerk who may not have graduated from high school to the television station engineer who holds a Masters Degree in electrical engineering. It can be generalized that the careers with the greatest responsibility, technology, and salary are reserved for the highly trained or educated.

Publications Writer

Duties:

Works on service publications for John Deere
Supervises and takes pictures

Working hours:

8:00 - 4:30

Special clothing, masks, shields or equipment:

None
Tools for servicing machines, furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

English, math

Dependent upon other people:

Information is needed from other departments to get work done

Other people depend upon this employee:

User needs proper and useable information which this employee writes

Abilities and interests to be successful:

Mechanical ability and familiarity of farm work and machinery

Physical demands:

None

Personal qualities:

Ability to work with others

Educational preparation:

High school, trade or technical school, on-the-job training

Jobs young people could do to prepare for this type of work:

Any farm machinery - related and writing jobs

General Salary range:

entry level $9,000
after 5 yrs. $10,000 - $12,000 after 10 yrs. $15,000 - $20,000

Fringe benefits:

Life and health insurance paid, vacation-1 wk/6 mos. 2 wks./1 yr. 3 wks/3 yrs. 4 wks/10 yrs. 7 wks/35 yrs. sick days-none in particular, If absent a long period of time person goes on insurance

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Journalist jobs, service work

Printer

Duties:

Writing and design layout, set up
Press operation, adjust machines
Rewords printing jobs

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

Aprons
Equipment furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Language skills, social studies, shop, math

Dependent upon other people:

Work flows from one machine to the other

Other people depend upon this employee:

Work must be done on time

Abilities and interests to be successful:

Working with hands, mechanical ability

Physical demands:

Stand on feet a lot, good eyesight, occasional lifting

Personal qualities:

Strive for perfection, be reliable, be punctual

Educational preparation:

High school, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Newspaper work, part-time job in print shop

General Salary range:

entry level $125 wk.
after 5 yrs. $12,000 - $15,000 yr.

Fringe benefits:

None

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Some machinery jobs

Media Assistant

Duties:

Instructs people on use of book binder, laminator, dry mount, press, etc.
Sets up appt.s with schools to take ID pictures & set up equipment in schools
Marks & sends to schools new media equip., coord. strings and things

Working hours:

8:00 - 4:30

Special clothing, masks, shields or equipment:

None
Equipment furnished by employer

Working conditions:

Indoors, outdoors, air conditioned, extremely hot, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Photography or instructional media classes

Dependent upon other people:

Depends on schools and co-workers

Other people depend upon this employee:

Rely on employer to complete duties as scheduled

Abilities and interests to be successful:

Public relations skills - dealing with people

Physical demands:

Must move some heavy equipment

Personal qualities:

Even temperament, realiability

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Work with projectors and media equipment. Driving

General Salary range:

entry level $9,200 yr.

Fringe benefits:

Life and health insurance paid, vacation-2 wks. sick days-10 per yr.

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Limited

Service Center (Repair) Supervisor

Duties:

Supervises 12 persons who answer calls for phone repair for Des Moines and State of Iowa area
Keeps records up-dated on all telephone numbers

Working hours:

9 to 10 hrs.

Special clothing, masks, shields or equipment:

None
Head sets, furnished by employer

Working conditions:

Indoors, air conditioned, on feet partly, sit down partly, well lighted, clean, competent and safe co-workers

School subjects of particular use:

English, speech, math

Dependent upon other people:

Dependent upon people who supply the service orders, accuracy, etc., business office, frames (another dept.), and outside installers

Other people depend upon this employee:

Persons who do the reapir work on telephones, the customers desiring service and those responsible for "keeping the customer happy."

Abilities and interests to be successful:

Even tempered personality, interest in helping other people

Physical demands:

Willingness to work extra hours

Personal qualities:

Even tempered, interest in helping other people, also ability for appraisal of (managerial skills) employees

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Probably no specific job, experience in the company seems most helpful

General Salary range:

$14,000 to $16,000 as supervisor

Fringe benefits:

Life and health insurance paid after 6 mos., vacation-1 wk/1 yr., 2 wks/2 yrs. 3 wks/8 yrs. 4 2ks/15 yrs. 5 wks/25 yrs., 10 holidays

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Supervisory work of clerks,typist - interview and working with other people

Repair Clerk (Telephone)

Duties:

Calls from customers and business office
Write information card

Working hours:

Vary 7:00 - 12:00 some split shifts

Special clothing, masks, shields or equipment:

General office clothing
Equipment furnished by employer

Working conditions:

Indoorm, air conditioned, sit down, well lighted, clean

School subjects of particular use:

Spelling

Dependent upon other people:

Line of communication with co-workers (repairmen dispatcher)

Other people depend upon this employee:

Must communicate correct information

Abilities and interests to be successful:

Legible handwriting, good memory

Physical demands:

Must sit in one place for long periods of time

Personal qualities:

Patience, listening ability

Educational preparation:

High school

Jobs young people could do to prepare for this type of work:

Any telephone answering job

General Salary range:

entry level $135.50 wk.
after 5 yrs. $211 wk. after 10 yrs $211 wk.

Fringe benefits:

Life and health insurance paid after 6 mos, vacation-1 wk/6 mos.
2 wks/1 yr. 3 wks./8 yrs. 4 wks/15 yrs. 5 wks/25 yrs.

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Telephone receptionist, customer relations worker, telephone system,
trouble shooter

Tester (Telephone)

Duties:

Test trouble phones
Helps with installation of new phones in checking out numbers

Working hours:

Varies - 24 hr. department, change every 5 wks. Shifts from 7:00 - 12:00 are covered

Special clothing, masks, shields or equipment:

None. If they wear glasses have to be safety
Test board $14, furnished by employer

Working conditions:

Indoors, noisy, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, public speaking

Dependent upon other people:

Depends on other testers to follow-up problems, also on the dispatch repair people

Other people depend upon this employee:

The repair people can't begin work until the tester has tested the phone. The dispatcher gets his "trouble calls" from the tester

Abilities and interests to be successful:

Person must be able to talk to people of all types, confined to area

Physical demands:

Can run into long hours of overtime, attendance should be good

Personal qualities:

Patient and pleasant voice, be able to control temper

Educational preparation:

High school, trade or technical school, on-the-job training

Jobs yough people could do to prepare for this type of work:

Summer job in phone company-repair, any job that would give you various contact with people

General Salary range:

entry level $155 wk.
after 5 yrs. $278 wk.

Fringe benefits:

Life insurance paid after 6 mos. based on annual income, health ins. paid after 6 mos., vacation-1 wk/6 mos., 2 wks/1 yr. 3 wks/8 yrs. 4 wks/15 yrs. 5 wks/25 yrs., sick days-none (sick and health program based on number of active service in co., 10 vacation days

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

This job ties outside and inside together, good place to advance to management. Electronics, public relations, telephone repair

Switchman (Telephone)

Duties:

Maintain central office quipment
Maintain power equpment
Handle customer trouble

Working hours:

8:00 - 4:30

Special clothing, masks, shields or equipment:

Safety glasses, various safety equip., depends on job
Equipment furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Reading, math, basic electronics

Dependent upon other people:

Knowledge. Safe

Other people depend upon this employee:

Same as above. help

Abilities and interests to be successful:

Electricity, mechanical

Physical demands:

Heavy lifting, on feet

Personal qualities:

Can work independently, aggressive

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Mechanical, electronics

General Salary range:

$270.00 wk.

Fringe benefits:

Life and health insurance paid after 6 mos., vacation-1 wk/6 mos., 2 wks/1 yr. 3 wks/8 yrs. 4 wks/18 yrs. 5 wks/25 yrs., no sick days, 10 paid holidays, after 6 mos. 50% discount of local service

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Electronics

Traffic Manager (Telephone)

Duties:

Responsible for training operators, etc.
Responsible for customer service and maintaining ada. forces
Responsible for maintaining services for reasonable cost

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

None
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Mainly good spelling ability

Dependent upon other people:

To obtain the phone nubmers
Good, fast accurate service

Other people depend upon this employee:

Adequate trained supervisors, etc.

Abilities and interests to be successful:

Flexible, interest in customer service, understanding, wanting to serve public

Physical demands:

Good eye sight, being able to sit

Personal qualities:

Flexible, interest in customer service, understanding, wanting to serve public

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

General knowledge of community, spelling

General Salary range:

entry level $127.50 wk.
after 10 yrs. $200 wk.

Manager - $18,000-$22,000

Fringe benefits:

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Most anything in the company

Service Assistant (Telephone)

Duties:

Train operators (directory assistant) initially and subsequently
Customer assistance
Some supervision

Working hours:

7½ hrs. daily 5 days a wk.

Special clothing, masks, shields or equipment:

Head set, furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Spelling, reading, filing-general business

Dependent upon other people:

Depend on management to help in problems she is unable to cope with
Maintenance to provide proper environment, printers to provide correct information

Other people depend upon this employee:

Train kids, help operators to handle difficult calls

Abilities and interests to be successful:

Patience, common sense, interested in people and able to respond to people

Physical demands:

Good eyesight, pleasant voice

Personal qualities:

Cooperative, patient, good listener

Educational preparation:

High, on-the-job training

Jobs young people could do to prepare for this type of work:

Sales, any dealing with the public

General Salary range:

entry level $133.50 wk.
$200 wk. at end of 48 wks.

Fringe benefits:

Life insurance and health insurance paid after 6 mos, vacation-1 wk/6 mos. 2 wks/1 yr. 3 wks/8 yrs 4 wks/15 yrs. 5 wks/25 yrs., no sick day plan, 10 holidays, 50% discount on local service after 6 mos. retirement, dental

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Filing

Directory Assistance Supervisor

Duties:

Supervise training and development of operators
Figure estimates and lows on work volume
Scheduling of operators

Working hours:

7:00 - 4:00, 11:00 - 8:00 8:00 - 5:00

Special clothing, masks, shields or equipment:

None
Headset, furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Spelling, math, social relationships and motivation of other individuals

Dependent upon other people:

Depends on operators to do their jobs

Other people depend upon this employee:

Depends on supervisor for knowledge of job. Helps out in personal matters

Abilities and interests to be successful:

Friendly, ability to motivate others, ability to gain others' respect

Physical demands:

Good attendance, be flexible to handle responsibility of job, good health

Personal qualities:

Attractive, clean, well kept

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

Directory assistance operator. Any successful experience working with people

General Salary range:

Individual merit
$12,000 - $14,000 - $16,000

Fringe benefits:

Life and health insurance paid after 6 mos., vacation-1 wk/6-12 mos. 2 wks/2-9 yrs. 3 wks/10-19 yrs. 4 wks/15 yrs. 5 wks/20 yrs., illness plan after 2 yrs, 50 % discount on local telephone bill after 6 mos., dental plan

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized

A job working with people and customers

Information and Intercept Operator

Duties:

Give telephone numbers requested within area 515
Correct and give information on intercept calls (calls not completed due to wrong number, not a real working number, etc.)

Working hours:

9:00-5:00 12:00-8:00 on weekends 37½ hr. wk.

Special clothing, masks, shields or equipment:

Headset and fingerstall
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

English, speech, spelling

Dependent upon other people:

Service assistant (a senior directory assistant who gives additional help and information on difficult calls)

Other people depend upon this employee:

Any customer wanting new numbers or information on numbers

Abilities and interests to be successful:

Tolerance of people, courtesy and patience

Physical demands:

Self discipline to continue the routine work

Personal qualities:

Tolerance of people, courtesy and patience, pleasant personality, rapport with people via telephone

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Any job or task to teach dependability, punctuality, meeting with the public

General Salary range:

entry level $127.50 wk.
after 10 yrs. $184.50 Increase in salary is not so much in years as incentive

Fringe benefits:

Life and health insurance paid after 6 mos, vacation-1 wk/1 yr. 2 wks/2 yrs, 3 wks/8 yrs.,4 wks/15 yrs. 5 wks/25 yrs., no sick plan, 10 holidays

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Receptionist, preparation and background for other NWB placement

Long-distance Operator

Duties:

Assistance calls
Help place long distance calls
Fill out forms on completed calls

Working hours:

Varied every day - flexible

Special clothing, masks, shields or equipment:

None
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Psychology, language

Dependent upon other people:

Director assistance, rate and route, billing tickets

Other people depend upon this employee:

Customers who make phone calls
Billing people

Abilities and interests to be successful:

Like working with the public, flexible, memory retention

Physical demands:

Good eyes and hearing, good kidneys and back because of sitting

Personal qualities:

Courtesy, pride in work

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

Learning foreign languages

General salary range:

entry level $127.50
Top $184.50 wk.

Fringe benefits:

Life and health insurance paid after 6 mos., vacation-1 wk/6 mos. 2 wks/1 yr. 3 wks/8 yrs. 4 wks/15 yrs. 5 wks/25 yrs., no sick day plan, 10 holidays

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

PBX operator

Technician (Recording)

Duties:

Projectionist

Working hours:

Summer relief - 40 hr. wk.

Special clothing, masks, shields or equipment:

None
Equipment furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Communication and technical skills

Dependent upon other people:

Interdependent - team work. "Domino" effect

Other people depend upon this employee:

Same as above

Abilities and interests to be successful:

Music appreciation - photography hobby

Physical demands:

Be in good physical condition, coordination, on feet

Personal qualities:

Work with people, verbal, be able to concentrate

Educational preparation:

High school, trade or technical school, on-the-job training

Jobs young people could do to prepare for this type of work:

Repair, electrical

General Salary range:

$140 - $150 wk.

Fringe benefits:

Health insurance paid, vacation-1 wk/6 mos. 2 wks/1 yr. sick days allowable

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Electronics cluster

Continuity Writer (Radio-TV)

Duties:

Write commercials
Schedule commercials
Complete log books

Working hours:

8:30 - 5:30

Special clothing, masks, shields or equipment:

None
Various forms, stop watch furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Typing, filing, audio visual, writing course

Dependent upon other people:

Everyone depends upon other departments - traffic, production and film. Must know your job and someone elses

Other people depend upon this employee:

Sales expects you to do the production to make client happy

Abilities and interests to be successful:

Ability to be creative, personable, interested in media

Physical demands:

Able to move around quickly and have a quick mind

Personal qualities:

Amiable, get along with people

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Summers in TV station in any capacity or writing jobs

General Salary range:

entry level $110 wk.
after 5 yrs $150 wk. after 10 yrs $150 wk.

Fringe benefits:

Life and health insurance paid, vacation-1 wk/1 yr. 4 wks/10 yrs., 10 sick days, pension plan

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Any writing or similar job capacity, public relations, sales

CONSTRUCTION

Construction workers on the job site from the time the ground is broken until the time the final job is complete. This includes grading, surveying, plumbing, framing, electrical work and finishing. The construction industry is heavily influenced by the availability of money due to the economy, and some of it is seasonal. These will always be a market for employees that are competent, and willing to learn new technology. Some construction workers work outdoors a great deal, planning and supervising to complete construction projects; while other construction workers work indoors much of the time. They often spend much of their work time in strenuous, dusty, dirty work under a wide range of weather conditions.

The educational preparation requires a minimum high school education for the skilled jobs, whereas unskilled may not. Trade and technical schools is desirable and apprenticeship is required along with on-the-job training. High school preparation would include math, science, general shop classes, covational classes and communication skills.

The advantage of this type of work include good income, strong unions, satisfaction of seeing your work completed, and pride in your skill. The disadvantages include seasonal work, heavy labor, and length of productive owrking years.

Individual businesses will train you to meet their needs, providing the individual possesses good work habits including promptness, being at work every day, motivation, ability to communicate with others and having a sense of pride in his work. Basic skills are necessary for use and care of tools, decision making and following instructions.

Carpentry Foreman

Duties:

Represent contractor on jobs, lay out bilding
Supervision of such contractors, scheduling
General - mechanical - electrical

Working hours:

8:00 - 4:30

Special clothing, masks, shields or equipment:

Hard hat
Equipment furnished by employer

Working conditions:

Indoors, outdoors, noisy, hazardous, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, blue print reading, slide rule, any kind of shop activities

Dependent upon other people:

Meeting time schedules and deliveries, selling product and can't deliver. Jobers to be on time and dependability

Other people depend upon this employee:

Time - dependent upon Supt. to be there at right time so they can earn wage

Abilities and interests to be successful:

Do something they like. Like building industry

Physical demands:

Certain amount of heavy lifting

Personal qualities:

Get along with men, know what you're doing, be able to check welding-carpenters, building as if you'd do it for yourself

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

General Salary range:

Union construction $7.65 hr.

Fringe benefits:

Life insurance paid after 80 hrs., health insurance paid, vacation-25 hrs. paid into for vacation, no sick days

Opportunities for advancement:

Average. Depends upon how many men on job

Other occupations knowledge, skills for job to be utilized:

Just about any. The more you can do opens up field

Carpenter-laborer

Duties:

Layout
Blue print reading
Wood construction

Working hours:

8 hr. day

Special clothing, masks, shields or equipment:

Hard hat, steel toe shoes
Carpenter tools furnished by employee

Working conditions:

Indoors, outdoors, smoky, extremely hot, on feet, well lighted, competent and safe co-workers

School subjects of particular use:

Math, general shop, drafting

Dependent upon other people:

To complete work on time before carpenter can begin work

Other people depend upon this employee:

Home, business, general buildings trade

Abilities and interests to be successful:

Interested in building things

Physical demands:

Good health

Personal qualities:

Be able to get along with fellow workers

Educational preparation:

High school, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Crafts - summer work with carpenter, roofing

General Salary range:

entry level $3.00 hr.
after 5 yrs. $5.00 - $7.00 hr. Union scale higher

Fringe benefits:

Life and health insurance paid, vacation-2 wks, no sick days

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Any type of home remodeling

Construction Welder

Duties:

Makes machine parts
Spot welding - joining of metal pieces to form the machine part

Working hours:

7:00 - 3:00

Special clothing, masks, shields or equipment:

Special color - safety glasses, gloves
Equipment furnished by employer

Working conditions:

Indoors, noisy, hazardous, on feet, well lighted, competent and safe co-workers

School subjects of particular use:

Math, drafting, ability to read blue prints

Dependent upon other people:

Orders for kind of parts - material used

Other people depend upon this employee:

A well made part ready for assembly

Abilities and interests to be successful:

Good physical condition

Physical demands:

Hard physical work for 8 hrs.

Personal qualities:

Dependability to correctly make the machine part, get along with people, even tempered, patient

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Good work. Any that develop ability to do hard work

General Salary range:

$5.10 minimum shop hrly wage. Skilled operators to $7.85 per hr. Incentive may make it higher. Some paid by number of pieces made.

Fringe benefits:

Life and health insurance paid, vacation-1 wk/6 mos. 2 wks/1 yr. 3 wks/3 yrs. 4 wks/10 yrs. 5 wks/20 yrs. 5 wks/30 yrs. 7 wks/35 yrs. 10 holidays, 3 day Xmas shut down, dental and pension plan

Opportunities for advancement:

Below average

Other occupations knowledge, skills for job to be utilized:

Plant, factory, large machines

Electrician

Duties:

Figuring cost of jobs
Running electrical lines
Trouble shooting

Working hours:

40-60 hrs. wk.

Special clothing, masks, shields or equipment:

Hard hat, insulated shoes, safety glasses
Equipment furnished by employer and employee

Working conditions:

Indoors, outdoors, hazardous, on feet, clean, competent and safe co-workers

School subjects of particular use:

Math, science, electricity

Dependent upon other people:

Economy - building that is taking place

Other people depend upon this employee:

Service - electrical conveniences

Abilities and interests to be successful:

Electronics

Physical demands:

Too many hours - need good health

Personal qualities:

Be able to talk to public, be fair

Educational preparation:

High school, trade or technical school, on-the-job training

Jobs young people could do to prepare for this type of work:

Interest in how electricity works and help a electrician during summer and after school

General Salary range:

entry level $2.50 hr.
after 5 yrs $6.00 hr.
after 10 yrs $8.00 - $10.00

Depending where you work. Union or non-union

Fringe benefits:

Life and health insurance paid, paid vacation, sick days-depends on employer

Opportunities for advancement:

Averag.

Other occupations knowledge, skills for job to be utilize

Radio - TV repair related jobs

Bulldozer Operator

Duties:

Moving earth
Maintaining equipment

Working hours:

8:00 - 4:30

Special clothing, masks, shields or equipment:

None
Machine furnished by employer

Working conditions:

Outdoors, noisy, hazardous, dusty or smoky, extremely hot, sit down, well lighted,

School subjects of particular use:

Reading, writing, math

Dependent upon other people:

Road construction

Other people depend upon this employee:

To build roads, repair roads

Abilities and interests to be successful:

Be mechanical

Physical demands:

Good health

Personal qualities:

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

Work as laborer for road construction co.

General Salary range:

entry level $3.00
after 5 yrs $5.50 after 10 yrs $5.50

Fringe benefits:

Life and health insurance paid, vacation-2 wks

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Truck driving, other heavy equipment operator

INTRODUCTION TO CONSUMER AND HOMEMAKING EDUCATION RELATED OCCUPATIONS

This cluster has developed as an outgrowth of the duites of a homemaker. The trend seems to be more and more for these services to be demanded because of better economic conditions as well as more and more homemakers serving a dual role in working outside the home.

Training-Education Qualifications

The total span of education is represented here, in that an unskilled person with a desire to learn readily can find a job as well as the opportunity for advancement, through skills gained on the job. Any further education should allow entrance at a higher level, and again depending on the person's desires and initiative, lead to an advanced, professional, or managerial position.

Qualifications and Personal Attributes Useful

A great variety of qualifications are necessary for this cluster, depending on the choice within the cluster. Creativity, ability to get along with others; some are highly skilled as well as unskilled. As well as sociological or psychological skills, communication skills are very necessary.

In order to be successful in a position at any level in this cluster, this person must have mature behavior, personal integrity, responsibility, in terms of quality and quantity of work and daily dependability.

Work Environment

This is primarily indoor work, but varies greatly from hot oven work to luxurious office of an interior designer.

Executive Chef

Duties:

Supervision of all food service related personnel
Purchasing, sanitation, & safety, menu planning-special dietary needs
Labor & food cost controls, personnel director

Working hours:

Basically 8 until all parties completed at night, 8 or 10 p.m., or later 5-7 days depending on special banquets

Special clothing, masks, shields or equipment:

Cap, uniform, pants and jacket
Equipment furnished by employer

Working conditions:

Indoors, outdoors, noisy, hazardous, dusty or smoky, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, foreign language, chemistry, biology, basic English, spelling, general bookkeeping

Dependent upon other people:

Every crew person must produce fully, as well as clean up

Other people depend upon this employee:

Organization and instruction to carry out their assignment

Abilities and interests to be successful:

Develop interest in supervisory techniques

Physical demands:

Constant pressure, long hours, on feet constantly, some heavy lifting

Personal qualities:

Calm attitude, sense of humor, excellent memory, ability to direct people, leader type person

Educational preparation:

High school, trade or technical school, college, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Work in any jobs in kitchen and alertly observe all there

General Salary range:

$12,000 to $14,000

Fringe benefits:

Life and health insurance paid, vacation-4 wks., sick days-30 then on insurance, retirement

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Teaching dept. heads in food depts., in stores
Prod. sup. in industrial food plants, consultant

Fast Foods Manager

Duties:

All personnel functions
All accounting and control functions
All building and equipment maintenance

Working hours:

50-55 hrs. wk.

Special clothing, masks, shields or equipment:

Suit and tie
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean competent and safe co-workers

School subjects of particular use:

Business subjects of all sorts

Dependent upon other people:

Cannot operate alone

Other people depend upon this employee:

Guidance, planning, organizing, directing, control

Abilities and interests to be successful:

Ability to deal with people and have a genuine interest in them

Physical demands:

Ability to be on feet for long periods

Personal qualities:

Ability to get things done through other people. Ability to meet the public

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Any job meeting the public

General Salary range:

entry level $8,500
after 5 yrs. $12,000 - $13,000 after 10 yrs. $15,000 - $20,000

Fringe benefits:

Life and health insurance paid, vacation-1 wk/6 mos., sick days-3, short term disability

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Management of any small business

Assistant Manager (Food Service)

Duties:

Check cash, quality control
Cow order, cut fish
Scheduling, hire and fire

Working hours:

56 hrs. wk.

Special clothing, masks, shields or equipment:

Hat, uniform
Special cutting knife for fish furnished by employer

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Speech gives confidence to communicate; math, bookkeeping

Dependent upon other people:

Must have help to work as team

Other people depend upon this employee:

As a center post, guidance and confidence

Abilities and interests to be successful:

Like to meet people, like to work, long hrs.

Physical demands:

Long hours, on feet, keep on toes, mental thinking

Personal qualities:

Smile, good work attitude, after training as self starter, jump in and do work

Educational preparation:

High school, trade or technical school, on-the-job training

Jobs young people could do to prepare for this type of work:

Experience from bottom up.

General Salary range:

Straight salary

Fringe benefits:

Life insurance /3 mos., health insurance/3 mos., paid vacation, sick days, give birthday off

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any type of job

Food Service Supervisor

Duties:

Plan menus & special diets, supply standardized recipes for their use
Purchase all food & supplies for dietary dept.supervise cleaning of equip.
Dietary records, job descriptions for dietary personnel

Working hours:

8 hr. day

Special clothing, masks, shields or equipment:

White uniform, hair net - furnished by employee

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean,
competent and safe co-workers

School subjects of particular use:

Home economics, typing, English, telephoning, reporting

Dependent upon other people:

Heavy cost of living
Directly responsible to Mr. Henningfield

Other people depend upon this employee:

Kitchen personnel, patients

Abilities and interests to be successful:

Wish for a college education or training at an advanced level

Physical demands:

Lifting, mental strain is great

Personal qualities:

Cleanliness, ability to work with people, understand people,
be considerate of people (tack and thinking)

Educational preparation:

High school, trade or technical school, apprenticeship, on-the-
job training

Jobs young people could do to prepare for this type of work:

Waitress, car hop, cook, sack boy in store, summer work

General Salary range:

entery level $500 mo.
after 5 yrs. $675 mo. after 10 yrs $750 mo.

Fringe benefits:

Paid vacation-3 wks., sick days-6 to 12 days per yr.

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Homemaker, restaurant work, institutions

Cake Decorator

Duties:

Decorates cakes, cookies
Icing cakes, cookies
Special decorating

Working hours:

5 or 6

Special clothing, masks, shields or equipment:

Hair net, white uniform or pants - furnished by employee
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Home economics, art

Dependent upon other people:

Cakes properly prepared

Other people depend upon this employee:

Product on assembly type preparation

Abilities and interests to be successful:

Interest and desire, repetitious practice in decorating

Physical demands:

Stand, pressure squeeze of frosting bags

Personal qualities:

Patience, artistic ability

Educational preparation:

Apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Decorate cakes and cookies

General Salary range:

entry level $2.10

Fringe benefits:

Not on part-time employment

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Needing exacting patient work

Interior Designer

Duties:

Consult shoppers and advise how to decorate homes
In-home service
Contract design

Working hours:

Flexible 40 hrs/wk. due to home visits

Special clothing, masks, shields or equipment:

Equipment furnished by employer

Working conditions:

Indoors, outdoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

College ed., art textile classes, lighting

Dependent upon other people:

Work with every other dept., so rapport very necessary

Other people depend upon this employee:

Consulting and reassuring customer

Abilities and interests to be successful:

Liking of people and ability to relate to people

Physical demands:

Long hours, pressure and strain, move furniture occasionally

Personal qualities:

Liking people and being able to relate to people

Educational preparation:

College, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Familiarity with fabrics, sales related job

General Salary range:

$7,200, commission and salary

Fringe benefits:

Life and health insurance paid, vacation-5 wks., no sick days, seminars and conventions

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Teach adult ed., consultant service, hobby to sell

Upholsterer

Duties:

Recovering
Repair

Working hours:

7:00 - 4:30

Special clothing, masks, shields or equipment:

Special sewing machine, steamers, foam shredders, hand tools, foam cutter, furnished by employer

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean

School subjects of particular use:

Math

Dependent upon other people:

Tear down, cutter, sewing upholster, people sales, manager

Other people depend upon this employee:

Depend upon work of salesman

Abilities and interests to be successful:

Take things apart and put together, pride in workmanship

Physical demands:

On feet all day, lifting and carrying of furniture

Personal qualities:

Meet people

Educational preparation:

Trade or technical school, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Apprenticeship

General Salary range:

$125 - $225

Fringe benefits:

Life and health insurance paid, vacation

Opportunities for advancement:

Not good. Buy own business

Other occupations knowledge, skills for job to be utilized:

Factory work

Custom Dressmaker

Duties:

New clothes; alterations, suits and coats
Remodel
Bridal hats and veils, wedding gowns

Working hours:

8:00 - 4:30

Special clothing, masks, shields or equipment:

None
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Common sense

Dependent upon other people:

To have work to make and alter clothes

Other people depend upon this employee:

Better fitting clothes than can be purchased. Better made clothes, alterations

Abilities and interests to be successful:

Desire to serve other people

Physical demands:

Exact workmanship

Personal qualities:

Able to meet public, patience

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

General school subjects, math, home ecnomics

General Salary range:

entry level $65 wk.

Fringe benefits:

Health insurance paid

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Teach adult ed classes in home

Silk Screening

Duties:

Prepare screens
Set up art work
Run job and complete for delivery

Working hours:

8:00 - 4:45

Special clothing, masks, shields or equipment:

Smocks and gloves
Equipment furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, well lighted, competent and safe co-workers

School subjects of particular use:

Art, math

Dependent upon other people:

Receiving orders and for maintenance

Other people depend upon this employee:

Getting orders out

Abilities and interests to be successful:

Creative talents

Physical demands:

Physically fit

Personal qualities:

Being efficient and responsible and working with others

Educational preparation:

High school

Jobs young people could do to prepare for this type of work:

Assistant to silk screener

General Salary range:

$800 mo.

Fringe benefits:

Life and health insurance paid, vacation-2 wks, sick days-10, retirement benefits

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Any printing concern

Sewing Machine Operator

Duties:

Assembling
Welding
Handles on bags

Working hours:

7:00 - 4:30

Special clothing, masks, shields or equipment:

Equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Basic math and geometry, home economics

Dependent upon other people:

Assembly line, safety

Other people depend upon this employee:

Assembly line, safety, machine maintenance

Abilities and interests to be successful:

Concentration, interest, satisfaction

Physical demands:

Coordination, good eye sight

Personal qualities:

Stability, patience

Educational preparation:

High school preferred, on-the-job training

Jobs young people could do to prepare for this type of work:

Basic math and geometry, home economic subjects

General Salary range:

Minimum wage during training, then incentive, about $3.00/hr. plus bonus

Fringe benefits:

Life and health insurance paid, vacation, sick days-insurance after 2 wks. of illness

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Other textile operations assembly type

Owner small factory, quilting

Duties:

Manufacturing
Planning
Supervision

Working hours:

4 day 6:00 - 4:00

Special clothing, masks, shields or equipment:

None
Equipment furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Skill shop sewing

Dependent upon other people:

Supply of material, machine maintenance, stimulate interest

Other people depend upon this employee:

Assembly line dependence

Abilities and interests to be successful:

Physical demands:

Standing, eyesight

Personal qualities:

Like other people, honesty, integrity, pleasure in work, like environment provided

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

High school education

General Salary range:

$3.50 after training - union

Fringe benefits:

Life and health insurance paid, vacation, sick days

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Any textiles

Editor, Cookbook

Duties:

Test kitchens
Coordinating publication

Working hours:

8:00 4:45

Special clothing, masks, shields or equipment:

Masks or shields must be worn, apron
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, home economics

Dependent upon other people:

All help in test kitchens; many help in book publication

Other people depend upon this employee:

Guidance

Abilities and interests to be successful:

Interest in food, order

Physical demands:

On feet

Personal qualities:

Getting along with others, following directions

Educational preparation:

High school, trade or technical school, college

Jobs young people could do to prepare for this type of work:

Chemistry work

General Salary range:

Fringe benefits:

Life and health insurance paid, vacation, sick days, paid holidays

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Home economics, homemakers

Registered Dietician

Duties:

Follow doctor's orders on diet orders
Visit patient and explain same, find likes and dislikes
Follow patient daily, answering ques., instructing public relations

Working hours:

7:00 - 3:30 or 10:00 - 6:30

Special clothing, masks, shields or equipment:

Uniform, white sturdy comfortable shoes,hairnet, cap
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Biology, chemistry, math, home economics

Dependent upon other people:

Must work closely with other members of medical team, especially doctor and nurse

Other people depend upon this employee:

To supply the diet as ordered, attractively served so that it will be eaten and a part of the recovery

Abilities and interests to be successful:

Interest in people - in helping them to understand why their diet is necessary for their greatest comfort

Physical demands:

On feet a great deal of time

Personal qualities:

Interest in people, friendliness, desire to serve others, patience

Educational preparation:

High school, college, on-the-job training

Jobs young people could do to prepare for this type of work:

Work in some of the less skilled positions in a hospital food service. Be a vacation relief cook

General Salary range:

$4.79 hr.

Fringe benefits:

Life and health insurance paid, vacation-2 wks/1 yr. 3 wks/2 yrs., 10 sick days

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Teaching related subjects, nursing home dietary consultant

Dietary Clerk

Duties:

Distribute menus to patients
Explain diet offerings based on patient
Keep records on patient's diet

Working hours:

7:30 - 4:00 or 9:30 to 6:00

Special clothing, masks, shields or equipment:

Uniforms -furnished by employer
Shoes -furnished by employee

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean, competent, and safe co-workers

School subjects of particular use:

Home economics (food preparation), clerical record keeping

Dependent upon other people:

Depend on dietician for supervision
Depend on ward clerk to send specific diet orders

Other people depend upon this employee:

Patient depends on this person
Kitchen employees depend on them for food preparation duties

Abilities and interests to be successful:

Knowing diet organization, be well organized

Physical demands:

Much walking, working under pressure

Personal qualities:

Self control is important, clean and neatness

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

Food service work in general, other hospital work

General Salary range:

entry level $2.00 hr.
after 5 yrs. $3.00 hr.

Fringe benefits:

Life insurance paid, partial health insurance paid, vacation-1 wk/1 yr., sick days-12 per yr.

Opportunities for advancement:

Not good without added training

Other occupations knowledge, skills for job to be utilized:

Any other type of food service, ward clerk and other entry level hospital jobs

Executive Housekeeper (Hotel-Motel)

Duties:

Responsibility of staffing w/maids and janitor
Sanitory and clean in all phases of hospital
Purchase of equiopment and supplies

Working hours:

On call 24 hrs. Usually 45 hr. wk.

Special clothing, masks, shields or equipment:

Complete change of clothes, surgery, isolation
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Socio, Psy. Economics

Dependent upon other people:

Purchasing agent to receive proper supplies
Employes to produce quantity and quality expected

Other people depend upon this employee:

Employees depend for proper supplies, adequate personnel for supervisors to get job done. Patient dependent on clean environment

Abilities and interests to be successful:

Physical demands:

Much walking, inspecting, teaching personnel, stamina personal drive

Personal qualities:

Like people, ability to communicate up and down

Educational preparation:

High school, trade or technical school, apprenticeship

Jobs young people could do to prepare for this type of work:

Part-time job in housekeeping

General Salary range:

$9,000

Fringe benefits:

Life and health insurance paid, vacation-3 wks., sick days-12

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Contract cleaning

Montessori Director

Duties:

Prepare room
Observe and direct children
Relate observations to parents

Working hours:

8:45 to 3:15

Special clothing, masks, shields or equipment:

No
Equipment furnished by employer

Working conditions:

Indoors, outdoors, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Well rounded education, not necessarily education courses

Dependent upon other people:

Need students to teach
Special educational opportunities presented by outsiders

Other people depend upon this employee:

Parental advice
Provide expected service

Abilities and interests to be successful:

Ability to observe children, interest in children

Physical demands:

Exhausting due to different activities, be alert at all times

Personal qualities:

Sense of humor, love for children, curiosity to help children find out why as they wish to do so, willingness to experiment

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Develop an interest in many things

General Salary range:

Fringe benefits:

Sick days-10, school year job

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Mother

FINE ARTS AND HUMANITIES

The intent of the following material is to provide job descriptions to be utilized in the implementation of the Fine Arts and Humanities cluster of Career Education. This job cluster includes occupations in writing, visual arts, linguistics, and humanistic arts.

People in this job cluster should possess some of the following characteristics and qualifications:

1. A desire to be creative and expressive.
2. Dedication and motivation.
3. Self-directed and goal oriented.
4. Willingness to learn despite failure.
5. Perseverence and sacrifices during the early years of practice.

High school courses should include a liberal education with emphasis in the fine arts. Most fine arts occupations require post high school training through college and university courses, fine arts institutes, or conservatories. In many of the areas apprenticeships or internships are required.

Specific advantages and disadvantages of this job cluster cannot be listed due to the diversity of the occupations involved; however, general advantages often include the opportunity to be free and independent, to deal with a variety of tasks, and to be challenged to use initiative in a highly competitive vocation. Some disadvantages might include pressure to meet deadlines, and sacrificing personal aspirations in order to accomodate employers and the public.

Working environments vary considerably depending on the media or mode of artistic expression.

Ceramics Studio at Drake

Duties:

Ordering and inventoring material
Construction and operation of kilns
Maintenance of equipment

Working hours:

18 hr. week teaching, 4 hrs. counseling, rest of them working in studio

Special clothing, masks,shields or equipment:

Dust masks
Equipment furnished by employer

Working conditions:

Indoors 90%, dusty or smoky, on feet

School subjects of particular use:

Art classes

Dependent upon other people:

Not specific

Other people depend upon this employee:

Abilities and interests to be successful:

Interest in chemistry and mechanics, desire to create, talent

Physical demands:

Material, lifting

Personal qualities:

Ability to work independently

Educational preparation:

College

Jobs young people could do to prepare for this type of work:

Apprentice type work, working in studio

General Salary range:

$8,000 teaching, studio work $800

Fringe benefits:

If teaching: life insurance paid, health insurance paid, vacation.
Not many benefits if work out of a studio

Opportunities for advancement:

Few

Other occupations knowledge, skills for job to be utilized:

Studio

Silk Screening

Duties:

Prepare screens, set up art work
Run the job, deliver the work
Photography

Working hours:

8:00 - 4:45

Special clothing, masks, shields or equipment:

Smocks gloves
Equipment furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, sit down, well lighted, competent and safe co-workers

School subjects of particular use:

Art, innate ability (too), math

Dependent upon other people:

They furnish the work orders. Maintenance people

Other people depend upon this employee:

Get orders done on time

Abilities and interests to be successful:

Artistic

Physical demands:

Agile, on feet some days

Personal qualities:

Artistic, creative

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Printing business

General Salary range:

Fringe benefits:

Life insurance paid, health insurance paid, vacation-2 wks/1 yr., sick days-10, emergency leave

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Printing, clothes

Assistant Advertising Manager

Duties:

Creative writing of ads in newspaper
Creative posters for advertising, filling in where needed
Over-looking layout artist, and sketchers

Working hours:

8:30 - 5:30

Special clothing, masks, shields or equipment:

None
Special type of graphic paper and tools furnished by employer

Working conditions:

Indoors, air conditioned, sit down, clean, competent and safe co-workers

School subjects of particular use:

Journalism, art, broad general knowledge

Dependent upon other people:

Dependent upon others' planning far enough ahead so can get an ad finished in time

Other people depend upon this employee:

She begins the format of the ad. They depend on her to get it to them so they may finish the layout

Abilities and interests to be successful:

Lots of reading, interest in fine arts, awareness of uniqueness in journalism

Physical demands:

None

Personal qualities:

Getting along with others

Educational preparation:

High school, college

Jobs young people could do to prepare for this type of work:

High school newspaper work, lots of experience in art

General Salary range:

Salary scale was very low

Fringe benefits:

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Newspaper, teaching, fine arts

Art Teacher

Duties:

Teaches art to 8th and 9th grade students
General printing, matting yearbook cover, etc.
Extra curricular

Working hours:

8:15 - 3:45 official 8:00 - 4:30 unofficial

Special clothing, masks, shields or equipment:

Smock sometimes
Most materials, school supplies furnished by employer

Working conditions:

Indoors, outdoors at times, noisy, on feet, well lighted

School subjects of particular use:

Art classes

Dependent upon other people:

Dependent on getting administration to go along with projects, getting supplies. Dependent on custodial staff, dependent on other art teachers

Other people depend upon this employee:

Students, administration, other teachers

Abilities and interests to be successful:

Major in one studio area, interest in art history, strong interest in the arts, strong desire to increase knowledge

Physical demands:

On feet, lifting

Personal qualities:

Patience, observant, enthusiastic, aware of environment, creative imagination, self confident, flecible, learn from mistakes, perseverance

Educational preparation:

College, on-the-job training, student teaching

Jobs young people could do to prepare for this type of work:

Volunteer services in craft projects, apprentice jobs in gallery, etc., job in art store

General Salary range:

entry level $9,000
after 5 yrs. $12,000 after 10 yrs $14,000

Fringe benefits:

Life insurance paid, health insurance paid, sick days-20

Opportunities for advancement:

Not good unless more education

Other occupations knowledge, skills for job to be utilized:

Other art related jobs

Urban Planner Architect

Duties:

Architectural design
Specific planning
Cost analysis

Working hours:

50 hr. week - irregular schedule

Special clothing, masks, shields or equipment:

Hard hat on job sight
Equipment furnished by employer

Working conditions:

Indoors 90%, outdoors 10%, on feet 20%, sit down 80%

School subjects of particular use:

Math, art, mechanical drawing

Dependent upon other people:

Contractor being competent
Analyzing clients' needs

Other people depend upon this employee:

Dependence upon employee for accurate information

Abilities and interests to be successful:

Construction process and phases of design

Physical demands:

Long hours

Personal qualities:

Determination and ability to comm-nicate

Educational preparation:

High school, college, apprenticeship 3 yrs. on-the-job training

Jobs young people could do to prepare for this type of work:

Work construction

General Salary range:

entry level $12,000
after 5 yrs $20,000 after 10 yrs. $30,000

Fringe benefits:

Life insurance and health insurance paid, vacation-2, sick days-5

Opportunities for advancement:

Very good. Varying on competence and ambition

Other occupations knowledge, skills for job to be utilized:

Construction

Portrait Photographer

Duties:

Management
Photographer

Working hours:

8:00 - 5:00 plus evenings and weekends as business demands

Special clothing, masks, shields or equipment:

Spraying mask when spraying prints, gloves to protect photographs
Cameras, light, meters, all photographic equipment and dark room facilities furnished by employer

Working conditions:

Indoors, outdoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Business, art, design, speech, English

Dependent upon other people:

Rely on labs to process their film, rely on co-workers to do many tasks necessary for finished product

Other people depend upon this employee:

To record memories, advertise, record factual information

Abilities and interests to be successful:

Interest in people, creativeness, appreciation of art design

Physical demands:

On a busy day, physical drain is great

Personal qualities:

Friendly, diplomatic, patient, business-like attitude, professional attitude

Educational preparation:

High school, technical school such as Hawkeye Tech in Waterloo, apprenticeship helpful, on-the-job training necessary

Jobs young people could do to prepare for this type of work:

Work on annual staff, photographer on school newspaper, work part-time for newspaper office (photographers)

General Salary range:

entry level $6,000
after 5 yrs. $8,000 - $10,000 after 10 yrs. $15,000 - $20,000

Fringe benefits:

Self employed so paid by self

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Newspaper work, television work, movie industry, education (A.V. dept.), public relations

Print Retoucher

Duties:

Sales and receptionist when needed
Photographer, school representative
Retouching photographs

Working hours:

8:30 - 5:00 Actually anytime. Needed evenings, weekends

Special clothing, masks, shields or equipment:

White gloves for retouching, handling negatives protective mask when spraying photos. All photographic equip. furnished by employer

Working conditions:

Indoors, outdoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Mass media, art and design, psychology, photography, business

Dependent upon other people:

Labs do the film processing and some film finishing

Other people depend upon this employee:

To record memories, advertise, to record factual information

Abilities and interests to be successful:

Personable, patience, diplomacy

Physical demands:

Rather rigorous especially in outdoor [illegible]king

Personal qualities:

Artistic, interest in photography, diplomacy, good technician

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Work on school newspaper, annual staff, do photograhy for school events

General Salary range:

entry level $1.50 hr.
after 5 yrs. $3.00 hr $4.00 for overtime

Fringe benefits:

Vacation - 2 wks.

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any film making and movie making, TV, art or design studio, newspaper work, some areas of ed (A.V.)

Publications Writer

Duties:

Preparing manuscripts for service publications
Photography

Working hours:

8:00 - 4:30

Special clothing, masks, shields or equipment:

No
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

English, grammar, math

Dependent upon other people:

Engineering, mechanics for technical terms

Other people depend upon this employee:

For satisfactory operation - mechanic and machine operator

Abilities and interests to be successful:

Mechanical aptitude, farm background helpful

Physical demands:

None

Personal qualities:

Dependability, interested in job

Educational preparation:

High school, trade or technical school, on-the-job training

Jobs young-people could do to prepare for this type of work:

Machinery work, journalism some help

General Salary range:

entry level $9,000
after 5 yrs. $10,000 after 10 yrs $15,000-$20,000

Fringe benefits:

Life and health insurance paid, vacation-1 wk/6 mos. 2 wks/1 yrs., sick days-up to 5 days, 10 holidays, cost of living increases, pension, dental, education pay, relocation costs.

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Journalism, servicing machines

Editor Copywriter

Duties:

Writes Copy for ads
Editing for store magazine

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

None
Copying, mimeo, reducer and enlarger furnished by employer

Working conditions:

Indoors, air conditioned, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Communication skills, basic English, spelling, math, photography

Dependent upon other people:

Dependent on artists to provide materials to describe in ads
Dependent on store employees to furnish information for store magazine

Other people depend upon this employee:

Printers depend on copywriters to get them materials on time and correctly written - ready to print

Abilities and interests to be successful:

Ability to get along with people, do a variety of jobs when requested and be interested in art, advertising and copy writing

Physical demands:

Personal qualities:

Dependability, cooperativeness, creativity, ability to express oneself

Educational preparation:

High school, college, on-the-job training

Jobs young people could do to prepare for this type of work:

Similar jobs in advertising or retail selling, newspaper work

General Salary range:

Varies according to experience

Fringe benefits:

Life insurance paid, vacation, sick days, profit sharing after 5 years, store discount

Opportunities for advancement:

Average to very good

Other occupations knowledge, skills for job to be utilized:

Other advertising, writing or merchandising jobs

Technical Representative

Duties:

Service logistics, movement of parts
Analysis of service performance with recommendations for improvement
Training of service personnel and development

Working hours:

8:00 - 5:00 additional hours necessary

Special clothing, masks, shields or equipment:

None
Test instruments furnished by employer

Working conditions:

Indoors, outdoors, noisy, hazardous, dusty or smoky, air conditioned, extremely hot, on feet, sit down, well lighted, clean competent and safe co-workers

School subjects of particular use:

Sociology and Psych., basic skills, electrical, electronics, physics, mechanics

Dependent upon other people:

Must understand all functions because they must incract

Other people depend upon this employee:

Abilities and interests to be successful:

People skills - relate to other people

Physical demands:

Fast pace - 40 lb. tool bag - busy 8 hr. day - emotional demands

Personal qualities:

People skills

Educational preparation:

High school or GED, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

A good variety. Work with hands and contact with people. Different kinds of mechanisms

General Salary Range:

entry level $150 wk.
after 5 yrs $270 wk. after 10 yrs $325 wk.

Fringe benefits:

Life and health insurance paid, vacation- 2 wks. to start, sick days roughly 10

Opportunities for advancement:

Very good - based on performance and stated desire

Other occupations knowledge, skills for job to be utilized:

Any place in Xerox

Editor - features

Duties:

Editing, writing, display for photographs
Instigating story ideas, working with freelance writers
Copy editing

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

Typing, telephone, sissors, scotch tape, furnished by employer

Working conditions:

Indoors, noisy, dusty or smoky, air conditioned, on feet partly, sit down partly, competent and safe co-workers

School subjects of particular use:

English, history, psychology, language arts, foreign language, humanistic(elementary, organizing, information, language, communication

Dependent upon other people:

A lot other editors, finish job on time, rely on people for ideas, rely on art staff, rely on outsiders-story ideas

Other people depend upon this employee:

Other editors, manufacturing people depend on her getting things to them on time

Abilities and interests to be successful:

Communication, people management, organization skills, interested in people, interested in conveying ideas

Physical demands:

A lot of physical health

Personal qualities:

Educational preparation:

High school. Experience is important

Jobs young people could do to prepare for this type of work:

Publication work, free lance writing, newspaper and broadcasting

General Salary range:

$14,000

Fringe benefits:

Life insurance paid, vacation-2 wks. after 1 yr. 3 wks/5 yrs., sick days-open end

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Newspaper, public relations, communication

Food Editor - for cookbook

Duties:

Plan and development of the BH cookbook
Research questionnaires, test sheets, photograph
Copy fitting-mechanics of getting bank together

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

None

Working conditions:

Indoors, noisy, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Home economics, nutrition, major in foods, math, chemistry, biology, typing, basic art (color design)

Dependent upon other people:

Art, test kitchen, food and non-food

Other people depend upon this employee:

Very dependent on marketing department, test kitchen

Abilities and interests to be successful:

Communication skills, explanation, self expression, written and spoken

Physical demands:

Test kitchen more physical demands

Personal qualities:

Ability to work with people

Educational preparation:

College, on-the-job training

Jobs young people could do to prepare for this type of work:

Any job for self expression. Volunteer jobs, speakers bureau school activities, jobs in food industry, waitress, etc.

General Salary range:

$14,000 to $18,000
On merit, increased based on output

Fringe benefits:

Life insurance and health insurance paid, vacation-2 wks/2 yrs., savings and investment program, 2/3 tuition paid

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Most food companies

Theater Manager

Duties:

Supervision - employment
Advertising (newspaper, TV promotion), ordering consessions
Bookkeeping, payroll reports, inventories, daily

Working hours:

10:00 - 10:00 vary

Special clothing, masks, shields or equipment:

Necessary equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, typing is handy

Dependent upon other people:

Getting people to attend movies and personnel to do their jobs

Other people depend upon this emplovee:

Supervision and training

Abilities and interests to be successful:

Can't be clock watchers because hours vary - big business on weekend

Physical demands:

None except certain people must be on feet

Personal qualities:

Ability to meet public, curtesy, personal neatness

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Work as usher or concession

General Salary range:

All employees are minimum wage. Can advance

Fringe benefits:

Life and health insurance paid, vacation, free passes for any theatre and family

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Many managerial positions, anything in service industry

Member of Band

Duties:

Assistant leader
Pianist organist
Arranger (of musical scores)

Working hours:

Varied (3 or 4 hrs. night and traveling)

Special clothing, masks, shields or equipment:

Special clothing
Piono surnished by employer

Working conditions:

Indoors, sit down, competent and safe co-workers

School subjects of particular use:

Full college instrumental theater courses, band, musical theory, arranging

Dependent upon other people:

Dependent on boss or booker, union/contracts

Other people depend upon this employee:

Younger and inexperienced workers depend on him, team effort

Abilities and interests to be successful:

Talent in music, deuicated, hardships, motivated

Physical demands:

Good physical health, no major abnormalities of oral areas of face, powerful control of lungs

Personal qualities:

Dedication, love for music to stick with it, not a get-rich-quick job

Educational preparation:

High school, college

Jobs young people could do to prepare for this type of work:

Involvement in music

General Salary range:

$12,000, on the road

Fringe benefits:

Opportunities for advancement:

Depends on talent

Other occupations knowledge, skills for job to be utilized:

Teaching

Contract Clerk (Booker) for Movie Theater

Duties:

Type up contracts for Ka. - Ia., Ill.
Booker/steno

Working hours:

8:30 - 4:30

Special clothing, masks, shields or equipment:

None
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet 25%, sit down 75%

School subjects of particular use:

Any stenographic course

Dependent upon other people:

Dependent on boss for terms of contract. Dependent on bookers.
Work comes from others in office

Other people depend upon this employee:

On others in office

Abilities and interests to be successful:

Interest in film industry, wanting to learn

Physical demands:

None

Personal qualities:

Outgoing, sympathetic, like to meet people

Educational preparation:

High school

Jobs young people could do to prepare for this type of work:

Part-time in theater

General Salary range:

$118 no experience in film
Experienced $142.35

Fringe benefits:

Life and health insurance paid, vacation-1 wk./6 mos., 2 wks./1 yr., sick days

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Film exhibitor

INTRODUCTION TO THE HEALTH CLUSTER

It has been estimated that close to 4 million people work in health related occupations. Hospitals employ about half of all workers in the health field. Many others work in clinics, laboratories, pharmacies, nursing homes, public health agencies, mental health centers, private offices, and patient's homes.

Registered nurses, phsycians, pharmacists and dentists constitute the largest professional health occupations while practical nurses and auxiliary workers including nurses aides, orderlies, and hospital attendants comprise the largest number of non-professional workers. However, all health occupations have the common goal to make life healthier, happier, and more productive for each individual.

With the rising population and greater emphasis on individual health protection, there is a great need for more health workers to provide optimum services and maintain a high level of health for people in general. This trend is watched by an increasing interest among students of all age groups in investigating career opportunities in the field of health.

Good general physical and mental health are required for all health related occupations. Emotional stability is of utmost importance, as well as a high degree of ethical and moral standards. Employers place great emphasis upon the following personal qualities:

Ability to communicate with others
Responsibility and attendance
A sense of human compassion
Objective thinking
Desire of self improvement and advancement

A young person exploring the area of health related occupations should recognize the values of such high school courses as science, mathematics, communication, psychology, and related technical courses.

Director of Therapeutic Recreation

Duties:

Administration
Management
Directing

Working hours:

Based on a standard 40 hr. wk.

Special clothing, masks, shields or equipment:

Casual - appropriate to occasion
Equipment furnished by employer, vehicles on grounds furnished by employee

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

First-aid and safety, communications, typing, administration, industrial arts, driver's ed. camping education, amanagement techniques and skills, parks and recreation administration

Dependent upon other people:

Most of accomplishments are through others on the staff who have specific skills and excel in that area

Other people depend upon this employee:

Resource service to their position, consultation, arbitrator

Abilities and interests to be successful:

Loyalty to job or what personal involvement, real commitment to what you're doing, administrative ability

Physical demands:

Good stamina, good health, good mental agility

Personal qualities:

Genuine desire to achieve and excel. Dependability, initiative, fortitude, understanding

Educational preparation:

High school, college, on-the-job training

Jobs young people could do to prepare for this type of work:

Volunteer service, parks and recreation programs, fine arts - art, music scouting-anything where one works with people. All recreation related types experiences

General Salary range:

entry level $10,000 - $11,000 yr.
after 5 yrs. $15,000 after 10 yrs. $18,000 - $20,000

Fringe benefits:

Life insurance paid, partial health insurance paid, vacation-2 wks., sick days-30 1st year, disability insurance

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Community recreation, director of camps, parks and recreation (city, state, and national), industrial, education, college level

Medical Technologist in Lab

Duties:

Receives requisitions from physicians for certain tests
Obtains lab specimens, analyzes them
Performs related tasks such as electrocardiographs

Working hours:

Two shifts 3:00 - 11:00 11:00 - 7:00

Special clothing, masks, shields or equipment:

White uniform provided by employee
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Science and math

Dependent upon other people:

Dependent upon co-workers within the hospital structure

Other people depend upon this employee:

Accuracy in testing and recording accurate results. Dr. and nurses depend upon this person's report

Abilities and interests to be successful:

Ability to relate to others, cooperative

Physical demands:

On feet most of the time, strenuous

Personal qualities:

Must be able to work under emergency situations. Must pay strict attention to details so as to avoid errors. Accuracy in use of lab instruments and following procedures

Educational preparation:

At least 3 yrs. college plus 1 yr. training in approved schools for medical technologists

Jobs young people could do to prepare for this type of work:

Working as aide or helper in any science-oriented or hospital-oriented lab.
Vet's assistant

General Salary range:

entry level $4.10 hr.
after 5 yrs $4.90 hr.

Fringe benefits:

Life insurance paid, ½ health insurance paid, vacation-2 wks 3 wks/10 yrs. sick days-13 a year, meals at cost

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any hospital related job, research chemist assistant, vetenary clinic

Laboratory Technician

Duties:

Assists med. technologists by performing routine tests in biochemistry, hematology, histology, bacteriology, parasitology, seralogy - records results
Performs EKG's, receives specimens - disorders records changes

Working hours:

7:00 - 3:00 3:00 - 11:00 11:00 - 7:00

Special clothing, masks, shields or equipment:

Washable uniforms, occasionally masks, rubber gloves
Highly specialized instruments furnished by employer

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Science, chemistry, biology, math

Dependent upon other people:

Results of work are presented to Dr. Nurses's info must be accurate beforehand. Nurses must accurately handle products (esp. blood) and info.

Other people depend upon this employee:

Dr. needs lab employee's findings for diagnosis

Abilities and interests to be successful:

Accuracy, empathy

Physical demands:

Untiring industry during busy times (esp. when called during night-must be on assigned duty next day too)

Personal qualities:

Cooperative spirit, initiative, good judgement, close attention to monotonous detail, cool head under emergency pressure

Educational preparation:

Trade or technical school, on-the-job training

Jobs young people could do to prepare for this type of work:

If possible aide work in lab during high school, high school science projects

General Salary range:

entry level $3.00 hr
after 4 yrs $3.65 merit and seniority

Fringe benefits:

Full life insurance paid, half health insurance paid, vacation-2 wks/1 yr. 3 wks/10 yrs. sick days-4 hrs. after 2 wks., 13 days per yr., meals at cost

Opportunities for advancement:

Yes. Scientific advancements have created job opportunities for many more - and many more are needed

Other occupations knowledge, skills for job to be utilized:

Doctor's office, police, FBI, criminal investigation, scientific research, environmental agencies

Medical Assistant

Duties

Medical records
Librarian
Lab tech.

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

White uniform, nurses shoes
Equipment furnished by employer

Working conditions:

Indoors, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Secretarial courses, office procedures, laboratory procedures in chemistry, science, biology, etc., communications

Dependent upon other people:

Must interact with nurses and departments cooperate in doing services

Other people depend upon this employee:

Communications to others facilitate services to patients

Abilities and interests to be successful:

Must have desire to serve others, must like medical area, must be able to communicate and tolerate pressure and tension. Must possess mechanical abilities

Physical demands:

Healthy physical stamina, must be on the job

Personal qualities:

Integrity, confidentiality, able to assume responsibilities, cooperation

Educational preparation:

High school,medical assistant area college

Jobs young people could do to prepare for this type of work:

Work in aide positions, dietary positions as summer job

General Salary range:

$350 mo. Based on L.P.N. varies

Fringe benefits:

Vacation-1 wk/1 yr. 2 wks/2 yrs. 3 wks/10 yrs., sick days-6 yearly

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Physician's office, hospital records, hospital positions-clerk, laboratory, etc.

Dental Assistant

Duties:

Greets patients and schedules appointments
Assists with work at the patient's chairside
Keeps records and helps with lab work, work on prevenative program

Working hours:

8:00 - 5:00 36 hr. wk.

Special clothing, masks, shields or equipment:

White nursing uniform and cap
General dental equip. & allotment each yr. for uniforms furnished by employer

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

English, typing, physics, checmistry, algebra, biology, bookkeeping

Dependent upon other people:

Cannot perform major dental skills - rely on others, needs assistance and guidance from dentist or dental technician, is part of a dental team

Other people depend upon this employee:

For lab analysis, assistance in dental practices

Abilities and interests to be successful:

Ability to meet and work with people, adaptability to a variety of tasks, scientific interest, withstand stress

Physical demands:

On feet for prolonged periods of time, manual dexterity ability

Personal qualities:

A caring for people and pleasant personality, a cooperative disposition, clean and neat

Educational preparation:

High school, trade or technical school and state board certification, on-the-job training

Jobs young people could do to prepare for this type of work:

Nurses aide, nursing home aide, volunteer work at hospitals, working with people

General Salary range:

entry level $450 mo.
after 5 yrs. $500 mo. after 10 yrs. $600 mo. Wide variety of pay

Fringe benefits:

Vacation-2 wks/1 yr., sick days-6 per yr., free dental care

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Dental laboratory technician, medical assistant

X-ray Transporter

Duties

Pick up and transport patients to x-ray rooms and back
Assist in x-ray process
Additional department record keeping

Working hours:

7:30 - 4:00 12:00 - 8:00 9:30 - 6:00

Special clothing, masks, shields or equipment:

White pants & shirts and name tags - furnished by employee
Wheelchairs and stretchers furnished by employer

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Biology, English, Typing, chemistry, physics, math

Dependent upon other people:

Needs direction and supervision

Other people depend upon this employee:

Patients rely on assistance
X-ray technician

Abilities and interests to be successful:

Like to work with people

Physical demands:

Ability to work under pressure, good sight and hearing, full body mobility

Personal qualities:

Desire to work with people and machines, good disposition

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Other hospital experience

General Salary range:

$2.34 hr.

Fringe benefits:

Life insurance paid, partial health insurance paid, vacation-1 wk/1 yr. sick days-10 per yr., free medical examination, partial tuition paid

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Related hospital jobs at the entry level

Electrocardiograph Technician

Duties:

Record EKG's on tape at the doctor's request for specific patients
Maintain EKG files be available for emergencies
Other related department bookeeping

Working hours:

7:00 - 3:30

Special clothing, masks, shields or equipment:

White uniforms and shoes furnished by employee
All medical equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

English, physiology, general math, filing and bookkeeping, physical science

Dependent upon other people:

Depends on doctor's instructions and orders relating to specific patients
Is responsible to the director of the EKG laboratory

Other people depend upon this employee:

Depended upon to tape EKG's and present the results in an organized manner to the laboratory director

Abilities and interests to be successful:

Manual dexterity, interest in working with people and ability to relate to people, interest in working with machines

Physical demands:

On feet and moving a lot, working under pressure during rush periods, good eye sight

Personal qualities:

Serious minded, neatness, cooperative and be able to take orders

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Nursing home work or nurses aid work, working with people in general is a helping relationship

General Salary range:

entry level $2.60 hr.
after 5 yrs. $3.50 hr.

Fringe benefits:

Life insurance paid, partial health insurance paid, vacation-1 wk/1 yr. sick days-12 per yr., free physical examinations, partial tuition plan

Opportunities for advancement:

Not good without added training

Other occupations knowledge, skills for job to be utilized:

Electroencephalograph technician, inhalation technician, histological technician, radiologic technologist

Radiologic Technogist

Duties:

X-raying patients, filing and recording results
Keeping records
Working with other hospital employees on routine exams

Working hours:

8 hr. shift but on call for emergency any time

Special clothing, masks, shields or equipment:

Uniforms, protective lead aprons and gloves
Equipment furnished by employer

Working conditions:

Indoors, hazardous, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Science, math, bookkeeping, typing, filing, latin (for terminology) English

Dependent upon other people:

More independent than most hospital departments

Other people depend upon this employee:

For taking x-rays (not reading them), recording x-rays dre kept in this dept.

Abilities and interests to be successful:

Filing and bookkeeping, typing, interested in photography

Physical demands:

Strenuous, on feet much of time, much lifting

Personal qualities:

Diplomatic, friendly, patient

Educational preparation:

High school, trade or technical school, on-the-job training

Jobs young people could do to prepare for this type of work:

Take filing, typing jobs, interested enough in health oriented professions to work at any job in hospital

General Salary range:

entry level $3.25 hr.
after 3 yrs $3.93 hr.

Fringe benefits:

Life insurance paid, ½ health insurance paid, vacation 2 wks/1 yr. 3 wks/10 yrs. sick days-13 a yr., meals at cost

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any hospital oriented job, any health care center

Nursing Aide

Duties:

Personal care-bathing, oral hygiene, nutrition, ambulation
Bedmaking, housekeeping, cleansing of patient equipment
Bookeeping-observation notes, errand runner, range of motion exercises

Working hours:

8 hr. shifts

Special clothing, masks, shields or equipment:

White or light blue uniforms, masks, gowns, gloves
Whirlpool, porta lift furnished by employer

Working conditions:

Indoors, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Home economics, health

Dependent upon other people:

Works under direction of nurse. Assistance in lifting

Other people depend upon this employee:

This employee is privileged to spend more time at bedside so observation gained should be relayed to nurse. Conversely, the nurse relays on the aide to carry out care. The aide is the extension of the nurse

Abilities and interests to be successful:

Interest in people, kindness, genuine desire to serve others, patience

Physical demands:

Mental and physical strength and endurance, much lifting, long hrs. on feet

Personal qualities:

Interest in people, kindness, patience

Educational preparation:

Trade or technical school, on-the-job training

Jobs young people could do to prepare for this type of work:

Volunteer in care facilities, Red Barn, Faith, Hope and Charity, Candy stripers

General salary range:

Minimum wage, annual increments

Fringe benefits:

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Personal services

Emergency Medical Technician

Duties:

Transports sick and injured, maintain ambulance
Assist in operating and emergency rooms
Performs duties as perscribed by inhalation therapy
Perform duties as assigned by other dept. staff members

Working hours:

8 hr. shifts

Special clothing, masks, shields or equipment:

Basic uniforms
Equipment furnished by employer

Working conditions:

Indoors, outdoors, noisy, hazardous, dusty or smoky, air conditioned, extremely hot, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Science,math, psychology, first aid

Dependent upon other people:

Dependent upon police to control crowds and bystanders
Dependent upon other hospital staff members

Other people depend upon this employee:

In emergency situations

Abilities and interests to be successful:

Interest in helping people, ability to think fast

Physical demands:

Very rigorous

Personal qualities:

Neat and personalble, emotionally stable, patience, endurance, decision making ability, leadership ability, reliability

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Any hospital related work

General Salary range:

entry level $3.00 hr.
after 4 yrs. $3.35 hr.

Fringe benefits:

Life insurance paid, partial health insurance paid

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized

Any medically-oriented position

Paramedic - Emergency

Duties:

Emergency care of ill and injured, transportation of same
Extrication of injured in life threatening conditions
Hospital care of patients

Working hours:

8 hr. shifts, on call at certain times at home

Special clothing, masks, shields or equipment:

Dark uniform and badge, white jackets in ambulance
Cardiac-equipped ambulances furnished by employer

Working conditions:

Indoors, outdoors, noisy, on feet, competent and safe co-workers

School subjects of particular use:

First aid, physical ed, anatomy, physiology, chemistry

Dependent upon other people:

Crew members depend on each other

Other people depend upon this employee:

Most lives of acutely ill and injured are lost, or saved, in first hour
Doctors depend on paramedics to bring victims in to them at hospitals

Abilities and interests to be successful:

Sincere dedication, strive to increase knowledge and skills, recognize own limitations, profit from constructive criticism and advice

Physical demands:

Tremondous must lift and carry heavy patients. Entrance test - run 9 min. mile, 32 sit-ups, etc.

Personal qualities:

Perform under pressure, composure, make right decisions under duress, emotional control, reasonable, firm leadership, self confidence

Educational preparation:

High school, trade or technical school, on-the-job training

Jobs young people could do to prepare for this type of work:

Hospital orderly, engines, communications

General Salary range:

No previous experience $2.99 hr., EMTA $3.00 hr., merit increases
Increase after 6 mos probationary period, cost of living increase

Fringe benefits:

Life and health insurance paid, vacation-2 wks, 3 wks/5 yrs., sick days-12 per yr., meals at cost, ten paid holidays

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Some study to be RN's LPS's anesthetists, MD's.

Administrator of Nursing Home

Duties:

Finance, personnel
Patient relation
Maintenance

Working hours:

8:30 - 5:30

Special clothing, masks, shields or equipment:

None

Working conditions:

Indoors, air conditioned, well lighted, clean, competent and safe co-workers

School subjects of particular use :

Accounting, typing

Dependent upon other people:

Very dependent upon all other people to do a first class job, to treat these people as people and make residents happy and comfortable here. Shape employees to the job - not job to employees

Other people depend upon this employee:

Would like to have employees think of him as a decision maker with good judgment. However, some look upon him only as the man who writes the pay check

Abilities and interests to be successful:

Genuine love and concern for old people, empathy and sympathy for older people. Accounting, typing, etc., are skills that can be learned

Physical demands:

More mental than physical, lifting, moving, carrying some patients, cut weeds or shovel walks

Personal qualities:

Love for people, concern for people, physical size should offer a feeling of security

Educational preparation:

High school, college, apprenticeship

Jobs young people could do to prepare for this type of work:

Candy striper, association with older people, nursing aide course, typing, accounting, counseling, management

General Salary range:

entry level $10,000
after 5 yrs. $13,977 - $15,000
after 10 yrs. $20,000

Fringe benefits:

Life and health insurance paid, vacation-2 wks, 3 wks/10 yrs., sick days-6 to 15 yearly, retirement

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any administrative position

In-Service Education Director

Duties:

Making teaching materials and setting up educational standards
Assisting in emergency cases, duties as a R.N.
Teaching in-service classes to nursing students

Working hours:

8 hr. shift 11:00 - 7:00 3:00 - 11:00

Special clothing, masks, shields or equipment:

Nurses uniform
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Science and math

Dependent upon other people:

Dependent on other hospital personnel. It's like a team working together

Other people depend upon this employee:

Emergencies - life and death

Abilities and interests to be successful:

Cooperation, dependability

Physical demands:

Some physical handling of patients is necessary

Personal qualities:

Compassion - yet ability to be objective, high moral and ethical standards, wisdom in dealing with problems that may be life-death choices, cooperation and consideration

Educational preparation:

Must have RN., apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Candy stripers, any hospital job

General Salary range:

entry level $5.01 hr. Review yearly

Fringe benefits:

Life insurance paid, partial health insurance paid, vacation-2 wks/2 yrs. 3 wks/10 yrs. sick days-13 a yr., meals at cost

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any hospital related job, nursing homes, school nurses, convalescent homes

Director of Nursing Service

Duties:

Direction and organization of nursing service
Direction of all activities related to nursing care
Establish workable staffing pattern, coordination of programs of outside activities

Working hours:

8:30 - 5:00

Special clothing, masks, shields or equipment:

Uniform, cap and shoes
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet 50%, sit down 50%, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Communications, music, art, literature, family living-sociology, psychology, sciences, professional education

Dependent upon other people:

Dependent upon others to function in their capacity. To provide the best care to residents. Everybody on the job doing their job

Other people depend upon this employee:

Decision making - supervision, evaluation of personnel giving nursing care

Abilities and interests to be successful:

Responsible, sustain mental application long periods, leadership qualities

Physical demands:

Good health

Personal qualities:

Pleasant, diplomatic, positive attitude, able to work under stress

Educational preparation:

High school, professional training, continuing education

Jobs young people could do to prepare for this type of work:

Volunteer work, learning to know older population, part-time jobs in nursing homes

General Salary range:

$10,000 merit pay

Fringe benefits:

Vacation - 1 wk/1 yr. 2 wks/2 yrs, 3 wks/10 yrs. sick days-6, 7 holidays

Opportunities for advancement:

Not good unless administrator's course is taken

Other occupations knowledge, skills for job to be utilized:

Industry, and any medically related positions

Director of Development (Hospital)

Duties:

Developmental program
Communicating with community
Resident admissions

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

None
Equipment furnished by employer

Working conditions:

Indoors 70-80%, outdoors 20%, air conditioned, on feet 50%, sit down 50%, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Communications, social sciences, fine arts, art, music, psychology, family living, math, courses directed toward health care facilities

Dependent upon other people:

Total team effort is necessary

Other people depend upon this employee:

Attracting people to this facility, provides jobs for staff and pleasant living conditions for residents

Abilities and interests to be successful:

Outgoing, must have ability to work without mental and physical limitations, cognitive of people's needs but not swayed by them

Physical demands:

Emotional stress

Personal qualities:

Approach job with persons with compassion, understanding, communicate, recognize humor, perceptive of other's needs

Educational preparation:

High school, trade or technical school, college, apprenticeship

Jobs young people could do to prepare for this type of work:

Volunteer services, part-time jobs in geriatric setting or nursing homes

General Salary range:

entry level $10,000 - $11,000
after 5 yrs. $12,000 - $15,000 after 10 yrs. $13,000 - $17,000

Fringe benefits:

Life and health insurance paid, vacation, sick days-6, 7 holidays

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Administrative positions, acute care hospitals, health care facilities

Records Administrator (Hospital)

Duties

Assists medical staff in research
Classifies, catalogs and indexes medical records and texts
Proof-reads and classifies and records microfilm

Working hours:

8 hr. shift

Special clothing, masks, shields or equipment:

Uniform is optional
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down 2/3 of time. well lighted, clean, competent and safe co-workers

School subjects of particular use:

Science, math, library skills, bookeeping, filing

Dependent upon other people:

Doctors especially because much of material on the records must come directly from doctor.

Other people depend upon this employee:

Records must be accurate because many depts., depend upon them. Legal questions may be answered from them.

Abilities and interests to be successful:

Good appearance, pleasant personality, tactful, diplomatic, extremely accurate in record keeping, emotional stability

Physical demands:

Not as strenuous physically as many

Personal qualities:

Good appearance, pleasant personality, tactful, diplomatic, extremely accurate in record keeping, emotional stability

Educational preparation:

High school, experience preferred

Jobs young people could do to prepare for this type of work:

Any hospital filing job

General Salary range:

$4.14 hr. Reviewed yearly

Fringe benefits:

Life insurance paid, ½ health insurance paid, vacation-2 wks/1 yr. 3 wks/10 yrs., sick days-13 a yr., meals at cost

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Clinic work, insurance company abstracting and coding, computer dating.

Registered Nurse

Duties:

Administration duties and record keeping
Bedside nursing care and medical treatment (general)
Supervise practical nurses, aids, and orderlies

Working hours:

7:00 - 3:00

Special clothing, masks, shields or equipment:

White uniform and cap, watch furnished by employee
All medical equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Biology, chemistry, physiology, psychology, English, math, typing

Dependent upon other people:

Depends on MD's for specific treatment

Other people depend upon this employee:

Patients for health treatment
Doctors depend on for responsible treatment of patients

Abilities and interests to be successful:

Genuine interest in people, ability to cope with the unpleasant

Physical demands:

Should be healthy and able to withstand pressure

Personal qualities:

Even tempered, all around personality, sincerity, trustworthy

Educational preparation:

High school, college, or nursery school, on-the-job training

Jobs young people could do to prepare for this type of work:

Any hospital job in health related work

General Salary range:

$700 mo. for R.N.'s Depends on specific RN job. 20 different levels of nursing

Fringe benefits:

Life insurance paid, partial health insurance paid, vacation-2 to 4 wks., depending on experience, sick days-10 accumulates to 90

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

All forms of medical care in private office, nursing home, for individuals, mental health, teaching, schools of nursing

Licensed Practical Nurse

Duties:

Secretarial duties, bookeeping
Injections and routine medical tasks - blood pressure, medical dressings, temperatures

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

White uniforms furnished by employee
General medical equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Biology, typing, bookkeeping, English, pharmacology

Dependent upon other people:

Cannot draw blood for lab work. Must depend on RN or doctor for direction and supervision of major medical services

Other people depend upon this employee:

Assistance with injections and other common medical functions as well as lab work

Abilities and interests to be successful:

Typing, graduate of school, nursing, bookkeeping

Physical demands:

Rush periods and on feet a lot

Personal qualities:

Good natured and emotionally stable, accept responsibility, be versatile

Educational preparation:

High school, college

Jobs young people could do to prepare for this type of work:

Nurses aid, bookkeeping course or work experience

General Salary range:

entry elvel $500 mo.
after 5 yrs, $575 mo. after 10 yrs. $650 mo.

Fringe benefits:

Vacation- 2 wks., sick days-12 per yr.

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Medical assistant, medical lab assistant, dental assistant

HOSPITALITY AND RECREATION RELATED OCCUPATIONS

Workers in hospitality and recreation related occupations deal directly with people in leisure time and pleasure activities. They are involved in commercial and non-commercial travel occupations, public and private recreation, and natural resource recreation. Jobs vary from the ticket agent at an airline counter to the clown in the circus. As leisure time increases and more people are financially able to participate, the need for workers in this area will grow.

Work environments are located in a variety of settings. The flight attendant works 30,000 feet above the ground, and the camp director works in a woodsy setting. Some jobs are very structured while others allow for individual creativity.

Formal education is not a requirement for many positions in this area. A worker in this cluster should have the ability to meet and communicate with people, be able to perform under pressure, and be willing to work long and varied hours. Any kind of experience in a people-related job would be beneficial. This is not an area to enter if one is concerned with monetary rewards. One of the biggest advantages is helping people to enjoy their leisure time. In meeting and working with a variety of people from different backgrounds, the workers in hospitality and recreation related occupations have the opportunity to make many social and business contacts which might lead to advancement in this or other occupational clusters.

Owner of Travel Agency

Duties:

Make reservations, sales solicitations
Write tickets, plan trips
Group meetings

Working hours:

9:00 - 5:00, but varying hours

Special clothing, masks, shields or equipment:

None

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Geography, math, reading comprehension must be very good

Dependent upon other people:

To keep travel schedules up to date

Other people depend upon this employee:

Abilities and interests to be successful:

Foreign languages are helpful, liking people, liking to travel

Physical demands:

Nerves of steel

Personal qualities:

Composure, work well under pressure

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

Ticket agent for a travel concern
Work for a tourist bureau

General Salary range:

Low minimum wage

Fringe benefits:

Mostly travel
75% discount on air fare after 1 yr. in same agency

Opportunities for advancement:

Owning own agency is the best

Other occupations knowledge, skills for job to be utilized:

Any sales position

Ticket Agent (transportation)

Duties:

Sell space - write tickets - tag baggage
Meet arriving flights
Assign seating for departing flights

Working hours:

Weekend pattern - 6 days for 4 wks. with rotation of days off and every fifth and sixth week, three day weekends

Special clothing, masks, shields or equipment:

Uniforms
Portable radios, furnished by employer

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Mastery of diction and English, typing, speech, math

Dependent upon other people:

Fellow employees must maintain a certain speed to keep work flow steady. Fellow employees must be competent

Other people depend upon this employee:

Customers depend on agent for prompt ticket writable, for seating, for accurate computation

Abilities and interests to be successful:

Background in travel, like people, be articulate, be able to withstand pressure

Physical demands:

Cool nerves - not a job for frail or weak, constantly on feet, should be able to lift 50-60 lbs thru 8 hr. period

Personal qualities:

Self control, ability to converse, poise and integrity

Educational preparation:

High school, college 2 yrs, on-the-job training

Jobs young people could do to prepare for this type of work:

General Salary range:

entry level $940 monthly
after 5 yrs. $1,100 after 10 yrs. $1,240

Fringe benefits:

Life insurance paid, health insurance paid, vacation- 2 wks/1 yr. 3 wks/5 yrs. sick days-1 day for every mo. in company maximum 120, unlimited travel, good pension, paid holidays

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Sales and travel - charter airlines
Public contact work

Flight Attendant

Duties:

Serving food and cocktails
Travel agent
Babysitter

Working hours:

Maximum 85 hrs. (flight time) per month

Special clothing, masks, shields or equipment:

Uniforms furnished by employee - 1st uniform 50% by employee

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

None

Dependent upon other people:

Other people depend upon this employee:

Abilities and interests to be successful:

Extrovert

Physical demands:

Long hours

Personal qualities:

Friendly, be able to take a lot from customers

Educational preparation:

High school, college prefer 2 yrs., airline schools are worthless. Each airline has own school

Jobs young people could do to prepare for this type of work:

General Salary range:

entry level minimum of $600
after 5 yrs $1,200 per mo.

Fringe benefits:

Life insurance paid, vacation-11 days after 1st yr., sick days-1 day per mo., unlimited travel, benefits for families

Opportunities for advancement:

Very good if you want it

Other occupations knowledge, skills for job to be utilized:

Director - (YMCA/YWCA)

Duties:

Administration, finance, programming
Organization, public relations
Supervision, hiring personnel

Working hours:

8:00 - 10:30

Special clothing, masks, shields or equipment:

Y t-shirt, bermudas, tennis shoes

Working conditions:

Indoors, outdoors, noisy, air conditioned some, extremely hot some, on feet 60%, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Recreation courses - camping, swimming-safety, maintenance(electrical) public relations

Dependent upon other people:

For people to accept responsibility for their task and for them to know the task they are doing

Other people depend upon this employee:

Encouragement, guidance, leadership, chance to be individual

Abilities and interests to be successful:

Liking kids, understand variance of activities needed, dependability, other's feelings

Physical demands:

Walking condition, stamina, long hours, hard work

Personal qualities:

Maintain character that is beyond reproach, live the life when working with kids

Educational preparation:

High school, college

Jobs young people could do to prepare for this type of work:

Do recreation program work

General Salary range:

Set salary - $8,000 - $9,000
Increase most $16,000

Fringe benefits:

Life and health insurance paid, vacation-2 wks, sick days-30 days over a period of years

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Conservation, school work, youth work, outdoor education, recreational

Activity Director

Duties

Arrange activities and programs
Recruit and supervise volunteers and aides to implement program
Work directly with resident in activity

Working hours:

Normally 8 to 5, but will work some weekends, evenings, etc., due to special programs

Special clothing, masks, shields or equipment:

No special clothing, but does not wear white uniform
All materials furnished by employer

Working conditions:

Indoors, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Psychology, arts and crafts, music

Dependent upon other people:

The programs could not succeed without volunteer help from others and other employees

Other people depend upon this employee:

Organization of activities

Abilities and interests to be successful:

Must be creative. Very interested in people, especially old people.
Must be able to organize and schedule

Physical demands:

Much walking. Sometimes long hours

Personal qualities:

Must have much patience, pleasant, cheerful, energetic, understanding

Educational preparation:

High school, a short course in "activities" is offered by community colleges

Jobs young people could do to prepare for this type of work:

Health aide, volunteer work with older people

General Salary range:

Salary range $3.75 to $4.00 per hr.

Fringe benefits:

Paid vacation-1 wk/1 yr. 2 wks/2 yrs., sick days-6 days a yr. up to 18 days

Opportunities for advancement:

Not good. There is only one position at the present, possibly the directorship over the three buildings may be a reality some day.

Other occupations knowledge, skills for job to be utilized:

Recreation programs in various types of camps, homes, etc.

Executive Director - (YMCA/YWCA)

Duties:

Administer all community action programs
Project developmental continuity - comparing students in special programs with those who are not

Working hours:

8:30 - 5:00 12-14 hrs. per day

Special clothing, masks, shields or equipment:

None

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Business management, bookkeeping, psychology, sociology, communicate

Dependent upon other people:

Depends on federal and state appropriations.
Depends on program directors for honest work

Other people depend upon this employee:

To attain funds for programs, to keep up on latest developments, to make certain all are doing their share

Abilities and interests to be successful:

Like people, direct activities, be a leader

Physical demands:

Long hours

Personal qualities:

Extrovert, be able to endure pressure, be sure of self

Educational preparation:

High school, on-the-job training, education and experience

Jobs young people could do to prepare for this type of work:

General Salary range:

entry level $15,000
after 5 yrs. $24,000

Fringe benefits:

Life and health insurance paid, paid vacation-2 wks, sick days-10 hrs. per mo., travel (conventions)

Opportunities for advancement:

Highest at this point

Other occupations knowledge, skills for job to be utilized:

Public service, human resource work

Employee and Community Public Relations

Duties:

Recruitment
Administer salary and benefit plans
Outside contacts

Working hours:

8:00 - 4:45 (general day shift)

Special clothing, masks, shields or equipment:

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean

School subjects of particular use:

Employee and relationship courses, psychology

Dependent upon other people:

Depend upon repr., supervisors, large numbers of people, relating to people

Other people depend upon this employee:

Direction and guidance on company policy

Abilities and interests to be successful:

Instant judgement - empathy combined with business judgement.
Interaction with people

Physical demands:

Very moderate, typical

Personal qualities:

Instant judgement - empathy combined with business judgement.
Interaction with people

Educational preparation:

College, on-the-job training

Jobs young people could do to prepare for this type of work:

First line supervisors and then on up

General Salary range:

Class 1-12
$410 a mo. reg. employee $4,920 a yr. not management

Fringe benefits:

Life insurance paid-subsidized, health insurance paid, vacation-5 wks maximum, sick days-12 wks., savings plan, retirement-60% vested

Opportunities for advancement:

Average, individual thing

Other occupations knowledge, skills for job to be utilized:

A good manager

Designer

Duties:

Designing, clerking (selling)
Care of stock
Ordering

Working hours:

9:00 - 5:00 (no noon hrs.) Always work Saturdays. Much overtime work around holidays

Special clothing, masks, shields or equipment:

None
Scissors, knives, furnished by employer

Working conditions:

Indoors, hazardous, air conditioned, on feet, well lighted, competent and safe co-workers

School subjects of particular use:

Art course, bookkeeping, a course that would include some information on the raising of and caring for plants of all kinds

Dependent upon other people:

Dependent on other employees to hold up their end. (sales people, driver)
Dependent on suppliers to fill orders and deliver on time.

Other people depend upon this employee:

To make certain that orders are filled promptly and correctly, also, on time for deliveries

Abilities and interests to be successful:

People must have some native, creative ability. Should also be interested in pleasing others as well as themselves

Physical demands:

Good feet because a designer stands all the time

Personal qualities:

Be able to work under pressure, be able to cooperate with others, be able to accept suggestions and criticisms from others

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Work part-time for a florist

General Salary range:

Minimum wage about $350

Fringe benefits:

Retirement plan

Opportunities for advancement:

Not good. Best opportunity is to get own business

Other occupations knowledge, skills for job to be utilized:

Greenhouse, boutique, clerking job

Water Safety Officer

Duties:

Patrol Blackhawk Lake, aid boaters both in safe boating & if they have trouble on lake, issue tickets when necessary
Check docks for permits, maintenance of boat, office & area around office

Working hours:

No set hours, usually work about 80 hrs/wk.

Special clothing, masks, shields or equipment:

Conservation Comm. uniform, patch and badge
Patrol boat, police radio furnished by employer

Working conditions:

Indoors, outdoors, on feet, sit down, competent and safe co-workers

School subjects of particular use:

Psychology. Maybe some mechanics for boat maintenance, some law enforcement, possibly sociology

Dependent upon other people:

I do not really depend on people, its mainly on their attitude and feeling toward safe boating. The main person or persons I'm dependent upon or have to answer to is my supervisors and the Commission

Other people depend upon this employee:

Assistance if boat has (example) engine trouble. People can also come to me with questions and complaints about activities going on on the lake

Abilities and interests to be successful:

Interest of a person, in other people's safety mainly. Interest in out-of-doors and serving people

Physical demands:

Sometimes long hours, heat

Personal qualities:

Being able to read and understand people and have a good working knowledge of the laws and boating in general. Also being able to take the verbal abuse that some people give you in the course of your job

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

The job that would mainly prepare a person is to get a job working with and around the public

General Salary range:

$27 per day

Fringe benefits:

Life and health insurance paid, vacation-varies with years in the Commission, sick days

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Law enforcement

MANUFACTURING

According to the dictionary the word "manufacture" means to "make or do". Therefore, manufacturers are involved in producing goods to meet the needs of consumers. Manufacturing encompasses jobs from the executive level to the common laborer. These occupations may be found in small, hand-operated settings or in a large factory with machinery and mass production. Most industries are highly structured and very competitive; thus, persons seeking employment in industries would expect to be channeled into specific areas or occupations. Most industries are structured so that employees are flexible in movement within the company both horizontally and vertically. Due to the complexity of manufacturing, changing needs of the consumer and technological changes, a job that is important today may not exist tomorrow

Management level employees will be concerned with placing of employees in jobs; their welfare and satisfaction and placing the product in the makret place. In the production and labor aspect, employees will be performing specific duties related to making the finished product. These jobs will require many different skills, some highly technical and some menial labor. It should be pointed out that all unskilled labor is not necessarily undesirable work. Many ofthese occupations require great physical stamina - such as certain machinists jobs.

Because of the diversity of the occupations in manufacturing a good background in basic skills and development of positive attitudes, alertness, and the communication with other people is desirable.

We feel that schools need to develop a broad awareness of manufacturing as opposed to technical training.

Employee Development Specialist

Duties:

Responsible for development of personnel benefits
Recruitment, career counseling
Special projects (J.A.)

Working hours:

8:30 - 5:00 overtime

Special clothing, masks, shields or equipment:

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Business degree, sociology, education

Dependent upon other people:

Public relations

Other people depend upon this employee:

Counseling, screening

Abilities and interests to be successful:

People oriented

Physical demands:

Stamina

Personal qualities:

Emotionally mature

Educational preparation:

College, on-the-job training

Jobs young people could do to prepare for this type of Work:

Public relations, retail

General Salary range:

entry level $13,000
after 10 yrs. $20,000 - $25,000

Fringe benefits:

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Personnel, ind. relations

Duties:

Methods - deals with dies and machine tool tryouts
Makes revisions on machinery so ports can be produced
Justification to purchase new machine equipment

Working hours:

7:00 - 3:30

Special clothing, masks, shields or equipment:

Shirt and tie - dress clothing, some drafting equip. furnished by employee
Measuring tools, drafting equip., misc., furnished by employer

Working conditions:

Indoors, outdoors, noisy, hazardous, dusty or smoky, air conditioned, extremely hot, on feet sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Engineering graphics, lots of math(descriptive geometry) physics, any steel analysis courses, technical writing

Dependent upon other people:

Supervisor dependence, must guide in work tasks, to approve progress, must learn the procedure to write work orders properly & must write operational change slips

Other people depend upon this employee:

Supervisor depends on this employee for a work to be done in the tool development dept., production of parts will not occur unless all problems for machines to make parts are corrected

Abilities and interests to be successful:

Must have ability to draw - use of hands, communicate to others, work among other people

Physical demands:

Personal qualities:

Good attitude, hard worker, responsible and dependable, person must be motivated

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Co-op student at a large industry to learn routine of industry in general, auto mechanics, machine shop or construction worker

General Salary range:

entry level $12,000 - $16,000 yr.
after 10 yrs. $20,000 - $30,000 yr.

Fringe benefits:

Life and health insurance paid, vacation-1 wk/1 yr. 2 wks/2 yrs., 3 wks/5 yrs.

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Engineering

Duties:

Tooling design
Cost production
Quality

Working hours:

7:00 - 3:30

Special clothing, masks, shields or equipment:

Safety
Equipment furnished by employer

Working conditions:

Indoors, noisy, on feet, sit down, well lighted

School subjects of particular use:

Math, drafting

Dependent upon other people:

Design engineer - giving design of a buildable item
Hourly workers who actually build item

Other people depend upon this employee:

Same as above

Abilities and interests to be successful:

Mechanical aptitude and interest, abilities, ability to wrk with people

Physical demands:

Mental pressure

Personal qualities:

Communicative skills

Educational preparation:

High school, college

Jobs young people could do to prepare for this type of work:

Jobs in industry

General Salary range:

entry level $14,500
after 5 yrs. $22,000

Fringe benefits:

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Engineering,working with people

Production Engineer

Duties:

Assembly line layout
Equipment needs and location
Design of functioning production

Working hours:

7:00 - 3:30

Special clothing, masks, shields or equipment:

None
Calculator, board, etc., furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Chemistry, physics, all high school math

Dependent upon other people:

Must know space availability, equipment possibility, technology of production, standards set by design engineer

Other people depend upon this employee:

Very interdependent

Abilities and interests to be successful:

Be as educationally prepared as possible, try to set up a co-op program with some business to better understand the applicability of the course work

Physical demands:

Personal qualities:

Ability to communicate on human level

Educational preparation:

College

Jobs young people could to to prepare for this type of work:

Good high school and college record

General Salary range:

entry level $1,100/mo.
rest unpredictable

Fringe benefits:

Life and health insurance paid, vacation-2 wks., sick days-none, dental, continuing ed., cost of living allowance, surgical and prescription

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

All related manufacturing plants

Production Engineer

Duties:

Standard data development
Develop data, audit data

Working hours:

7:00 - 3:30

Special clothing, masks, shields or equipment:

Safety glasses and ear plugs
Calculator, time study watch, visual cameras furnished by employer

Working conditions:

Indoors, noisy, air conditioned 1/3, extremely hot 1/3, on feet 33%, sit down 67%, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, write and spell, be descriptive, being able to get along well with people, communicate, computer application

Dependent upon other people:

Information - all depts. are interrelated

Other people depend upon this employee:

Same as above

Abilities and interests to be successful:

Mechanical interest - interested in working with other people - math skills, computer interests

Physical demands:

Mostly mental

Personal qualities:

Educational preparation:

College, on-the-job training

Jobs young people could do to prepare for this type of work:

Co-op program

General Salary range:

$12,000 with B.S. in engineering

Fringe benefits:

Opportunities for advancement:

Depends on individual

Other occupations knowledge, skills for job to be utilized:

Any field of manufacturing, engineering

Design Engineer Supervisor

Duties:

Design and invent new products
Testing new products
Drafting of new tools and machines

Working hours:

7:00 ♣ 3:30

Special clothing, masks, shields or equipment:

Safety glasses in shop area
Equipment furnished by employer

Working conditions:

Indoors, outdoors, air conditioned, on feet, sit down, well lighted, competent and safe co-workers

School subjects of particular use:

Math, science, logic and reasoning, engineering degree

Dependent upon other people:

Interrelating parts of design, drafting, testing, machines, tools, parts and materials

Other people depend upon this employee:

Same as above

Abilities and interests to be successful:

Creative, logic mechanics, physics

Physical demands:

Personal qualities:

Frustration tolerance, planning, organization, motivation

Educational preparation:

High school, college, on-the-job training

Jobs young people could do to prepare for this type of work:

Planning, organization, motivation

General Salary range:

$1,100 - $1,150 mo.

Fringe benefits:

Life and health insurance paid, vacation, sick days.

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any type of engineering

Technical Representative

Duties:

Maintains and repairs Xerox machines
Administers records, requests parts needed
Works in customer relations

Working hours:

8:00 - 5:00, possibility of emergency calls

Special clothing, masks, shields or equipment:

None

Working conditions:

Indoors, noisy, hazardous, dusty or smoky, air conditioned, extremely hot, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Broad technical education. Further developed social skills

Dependent upon other people:

Sales force, ad men, customers' needs

Other people depend upon this employee:

Whole office depend upon this employee

Abilities and interests to be successful:

Broad technical education, hobbies, ability to work on own

Physical demands:

40 lb tool bag to carry

Personal qualities:

Perserverance, initiative, desire to learn and grow

Educational preparation:

High school, trade or technical school, on-the-job training

Jobs young people could do to prepare for this type of work:

Part-time jobs dealing with people

General Salary range:

entry level $150 wk.
after 5 yrs. $280 wk. after 10 yrs. $330 wk.

Fringe benefits:

Life insurance paid 3 to 6 times annual pay, health insurance paid, vacation-2-5 wks., sick days-unlimited, profit sharing, short & long term disability, 11 paid holidays, dental and travel insurance, apprenticeship program, tuition aid-65%-100%

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

In Xerox can go up to top. Many job opportunities

Heat Treatment Technician

Duties:

Tests for carbon hardness
Operates heat treating equipment
Maintains equipment

Working hours:

7:00 - 4:30

Special clothing, masks, shields or equipment:

Hard toed shoes, safety glasses
Testing equip., gauges, drills, etc., furnished by employer

Working conditions:

Indoors, noisy, extremely hot, on feet, well lighted, competent and safe co-workers

School subjects of particular use:

Metal shop, chemistry, physics

Dependent upon other people:

Depends on production people for products

Other people depend upon this employee:

Others depend on him for quality of product

Abilities and interests to be successful:

Interest in mechanics and chemistry, running tests, etc.

Physical demands:

Have to lift pans containing parts. May weight 100 lbs. standing & heat

Personal qualities:

Must work with other persons well, must always be alert to possible problems, ambitious and accurate

Educational preparation:

High school preferred, on-the-job training

Jobs young people could do to prepare for this type of work:

General Salary range:

$2.75 - $3.25 hr. Merit salary range

Fringe benefits:

Life insurance paid after 1 yr. earnings Co. pays 75% of premium. Health insurance Co. pays 3/4 of premium, vacation-1 wk up to 3 wks., sick days-none, retirement plan, 5 paid holidays

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Heat treatment field in manufacture of many types of products

Plant Foreman

Duties:

Storage of corn (bins)
Shipping of corn (lifts)
Maintenance of all machinery and equipment

Working hours:

8:00 - 5:00 May vary during harvest season

Special clothing, masks, shields or equipment:

Hard hat
Equipment furnished by employer

Working conditions:

Outdoors, noisy, hazardous, dusty or smoky, extremely hot, on feet, competent and safe co-workers O.C.E.A.

School subjects of particular use:

Shop, small tools and motors, typing, machinist course

Dependent upon other people:

Receives his work orders from coordinator

Other people depend upon this employee:

"Like to think lots of people depend upon me". Has to have bins ready for storage; oversees packaging and loading for shipping

Abilities and interests to be successful:

Liking tools, machinery, working with hands

Physical demands:

On feet great deal of day, lifting

Personal qualities:

Doesn't mind taking orders

Educational preparation:

High school, trade or technical school, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Work with motors and machines

General Salary range:

entry level $8,500
after 5 yrs. $12,000 after 10 yrs. $15,000

Fringe benefits:

Group insurance plan, paid vacation-2 wks., 3 wks/10 yrs., retirement plan

Opportunities for advancement:

As high as employee can go in this particular firm

Other occupations knowledge, skills for job to be utilized:

Any shop work as a machinist

Tool Room Scheduler (Manufacturing)

Duties:

Schedules work load of tooling
Orders purchase parts needed for tools
Makes sure jobs are completed

Working hours:

7:00 - 3:30

Special clothing, masks, shields or equipment:

Safety glasses

Working conditions:

Indoors, noisy, air conditioned-sometimes, extremely hot-sometimes, on feet, well lighted

School subjects of particular use:

Math is of greatest importance

Dependent upon other people:

Needs to get materials from tool design and methods detp., to design tools.

Other people depend upon this employee:

Makes tools for others to get their jobs done

Abilities and interests to be successful:

Mechanical ability

Physical demands:

Be wide awake

Personal qualities:

Stay calm

Educational preparation:

High school, trade or technical school, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Mechanical drafting and print jobs

General Salary range:

entry level $10,000
after 5 yrs. $13,000 after 10 yrs. $17,000

Fringe benefits:

Life insurance paid, health insurance paid, vacation-1 wk/6 mos., 2 wks/1 yr., 3 wks/3 yrs. 4 wks/10 yrs. 7 wks/35 yrs., sick days-none. If absent long period of time person goes on insurance

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Mechanical jobs

Final Audit Inspector

Duties:

Tests light duty transmissions for 1 hr.
Dismantles transmission and inspects parts

Working hours:

7:30 - 3:40

Special clothing, masks, shields or equipment:

Hard toe shoes, safety glasses
All types of guages, etc., furnished by employer

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean competent and safe co-workers

School subjects of particular use:

Shop, math

Dependent upon other people:

Other people depend upon this employee:

Abilities and interests to be successful:

Interest in math and mechanical things

Physical demands:

Personal qualities:

Must like to do precision work, have patience

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

Most types of mechanical work

General Salary range:

entry level $147 wk., after 90 days goes to $157
after 10 yrs. could be up to $11,000

Fringe benefits:

Life insurance paid-years salary, health insurance paid, vacation-2 wks, sick days adequate, dental insurance, cost of living

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Other manufacturing jobs, mechanical work dealing with transmissions, hydraulic systems, etc.

Tool and Die

Duties:

Making something to put into practical use
Maintenance of equipment
Sanitorial

Working hours:

40 - 48 hrs/wk.

Special clothing, masks, shields or equipment:

Steel toe shoes, safety glasses
$700 of toolmakers' tools furnished by employee

Working conditions:

Indoors, noisy, on feet, well lighted, competent and safe co-workers

School subjects of particular use:

Math, trig, mechanical aptitude, crafts

Dependent upon other people:

Dependent on agric. (midwest area)

Other people depend uopn this employee:

Same as above

Abilities and interests to be successful:

Physical demands:

Excellent eye sight, normal physical health

Personal qualities:

Neatness and willing to follow instruction, good attitude

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

On-the-job training most important. Area college helps

General Salary range:

entry level minimum wage Depends on individual
after 5 yrs. $6.00 hr. after 10 yrs $6.00 - $6.50 hr.

Fringe benefits:

Life and health insurance paid, vacation, no sick days

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Almost anything in industry - anything to do with iron or steel

Tool and Die Maker

Duties:

Maintains dies, makes new dies
Makes prototypes
Repairs tools

Working hours:

7:00 - 4:30

Special clothing, masks, shields or equipment:

Eye protection
Equipment furnished by employer

Working conditions:

Indoors, extremely hot, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math and shop

Other people depend upon this employee:

Whole plant depends on this job

Abilities and interests to be successful:

Must be somewhat creative with metals, must be interested in math and mechanics

Physical demands:

Some lifting of heavy dies

Personal qualities:

Must be very patient, must be very accurate and exacting in work

Educational preparation:

Trade or technical school, on the-job training

Jobs young people could do to prepare for this type of work:

Most any type of mechanical work would help

General Salary range:

$4.00 hr. individual merit

Fringe benefits:

Life insurance paid 1 years earning Co. pays 3/4 premium, health insurance Co. pays 3/4 premium, vacation-1-3 wks., retirement

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Almost any type of manufacturing involving metal or plastics

Tool Designer

Duties:

Design required production tooling
Responsible for building tooling
Responsible to make it functional and updated, records and files

Working hours:

7:30 - 4:00

Special clothing, masks, shields or equipment:

Safety glasses for shop

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math (Algebra), trig, geometry, mechanical drawing, blueprint reading

Dependent upon other people:

Depend on coordination of initial planners, shop employees cooperation

Other people depend upon this employee:

Past experience

Abilities and interests to be successful:

Mechanically minded, imagination, accurate and neat

Physical demands:

Mental fatigue

Personal qualities:

Neat, well groomed, manners, get along with people, communicate

Educational preparation:

High school, trade or technical school

Jobs young people could do to prepare for this type of work:

General Salary range:

entry level $11,000 raises based on performance, cost of living allowance

Fringe benefits:

Life and health insurance paid, vacation-2 wks starting, sick days-accumulative, pension plan, 2/3 tuition aid

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Design engineering

Broach Operator

Duties:

Runs machine

Working hours:

7:00 - 3:30

Special clothing, masks, shields or equipment:

Safety glasses, rubber gloves
Equipment furnished by employer

Working conditions:

Outdoors, noisy, hazardous, dusty or smoky, extremely hot, on feet, well lighted

School subjects of particular use:

Math, drafting (read blueprints)

Dependent upon other people:

More independent than in assembly

Other people depend upon this employee:

Parts must be up to standard

Abilities and interests to be successful:

Willing to do physical labor

Physical demands:

Some strength

Personal qualities:

Patience

Educational preparation:

18 yrs. old to work with machines

Jobs young people could do to prepare for this type of work:

General Salary range:

$4.50 - $8.00 daily

Fringe benefits:

Life insurance paid, vacation-1 wk to 4 wks., continuing education

Opportunities for advancement:

Not good and average

Other occupations knowledge, skills for job to be utilized:

Could probably learn to work on most machines

Set-up Man

Duties:

Sets up machines for operators
Checks parts

Working hours:

7:00 - 3:30

Special clothing, masks, shields or equipment:

Safety glasses, shoes, ear plugs at times
Equipment partly furnished by employer

Working conditions:

Indoors, noisy, dusty or smoky, extremely hot, on feet, well lighted

School subjects of particular use:

Math, blueprint reading

Dependent upon other people:

They depend on set up man to ok work and for advice

Other people depend upon this employee:

Interdependent on the whole but everyone is dependent on themselves

Abilities and interests to be successful:

Flexible in personality to deal with various workers

Physical demands:

Walking most of the day

Personal qualities:

Patience and tolerance

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

Factory work of any kind, machine experience

General Salary range:

entry level $6.33 hr.
after 5 yrs. $7.30 hr.

Fringe benefits:

Life and health insurance paid, vacation-2 wks to 7 wks, no sick days

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any major factory work, machine repair, etc.

Frameman

Duties:

Run wires in inside office to underground cable

Working hours:

7:00 - 3:30 8:00 - 4:30 8:30 - 5:00 4:00 - 12:00

Special clothing, masks, shields or equipment:

Safety glasses
Needle pliers, screw drivers, wire stappler, clippers, soldering iron, flashlight, wrappers and unwrappers, furnished by employer

Working conditions:

Indoors, noisy, hazardous, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math-basic, basic electricity, logic test

Dependent upon other people:

Traces-need
Running in orders

Other people depend upon this employee:

Same as above

Abilities and interests to be successful:

Interested in working full 8 hrs. good attitude, pressure, ability to withstand some

Physical demands:

On feet, up and down ladders

Personal qualities:

Ability to get along with co-workers

Educational preparation:

On-the-job training. Must pass plant battery series (technical)

Jobs young people could do to prepare for this type of work:

Any kind of wiring

General Salary range:

entry level $151.50 wk.
after 5 yrs. $240.50 wk.

Fringe benefits:

Life and health insurance paid after 6 mos., vacation-1-4 wks., no sick days, 10 holidays, 50% discount on local service after 6 mos., pension plan, dental plan, education aid

Opportunities for advancement:

T & T plan - time and title requirement from 12 to 24 mos. Can apply for transfer or promotion at the end of T & T period

Other occupations knowledge, skills for job to be utilized:

Production Line Employee

Duties:

Highly specialized routines - sterile conditions
Assignments determined by union bidding
All assignments open to women

Working hours:

8:00 - 4:30

Special clothing, masks, shields or equipment:

White uniforms, gloves
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math (metric system)

Dependent upon other people:

Production line

Other people depend upon this employee:

Standards must be met to assure product perfection

Abilities and interests to be successful:

Cooperation, skills taught on the job

Physical demands:

Good health to ward off infections, some heavy lifting

Personal qualities:

Accuracy, attention to detail

Educational preparation:

High school, trade or technical school, college, on-the-job training

Jobs young people could do to prepare for this type of work:

General Salary range:

entry level $3.80 hr. Union negotiated. Adjusted 7 stages

Fringe benefits:

Life and health insurance paid, vacation-2 to 5 wks.

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Saw Sharpener

Duties:

Saw skills
Sharpening
Filing

Working hours:

8:00 - 10:00

Special clothing, masks, shields or equipment:

Uniform, mask
Sharpening equip. furnished by employer

Working conditions:

Indoors, noisy, dusty or smoky, on feet, well lighted, competent and safe co-workers

School subjects of particular use:

Math, reading, writing for instruction

Dependent upon other people:

People do a safe and dependable job

Other people depend upon this employee:

Same as above

Abilities and interests to be successful:

Liking to work on machinery, perfecting something

Physical demands:

Need good health, good eyesight

Personal qualities:

Stability

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Maybe technical school

General Salary range:

$2.50 hr. Good skills advancement

Fringe benefits:

Life and health insurance paid, vacation-1 wk. plus increase, no sick days, 5 paid holidays

Opportunities for advancement:

Average. Depends upon how many skills learned

Other occupations knowledge, skills for job to be utilized:

Pattern and tool shop industry, machinist trade

Rotary Hoe Assembler

Duties:

Time slips and time card
Union dues
Assemble machine wheels

Working hours:

7:00 - 3:30

Special clothing, masks, shields or equipment:

Safety glasses, rubber gloves
Equipment furnished by employer

Working conditions:

Indoors, noisy, dusty or smoky, extremely hot, on feet, well lighted, competent and safe co-workers

School subjects of particular use:

Math-general, mechanical

Dependent upon other people:

Assembly line work

Other people depend upon this employee:

Assembly line

Abilities and interests to be successful:

Mechanical dexterity

Physical demands:

Alertness, some strength

Personal qualities:

Be able to communicate

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Work with hands, any work experience would benefit

General Salary range:

entry level $5.50 hr.
after 10 yrs. $1,120 mo. (skilled machinist)

Fringe benefits:

Opportunities for advancement:

Very good and average

Other occupations knowledge, skills for job to be utilized:

Assembly Line Worker

Duties:

Assemble specific parts for final product
Pressman-stamping out parts
Welding

Working hours:

7:00 - 3:30 3:30 - 11:00 11:00 - 7:00

Special clothing, masks, shields or equipment:

Steel toed shoes, glasses, welding clothes, ear muffler
$5/yr. is provided for shoes, coveralls, paint clothing by employer

Working conditions:

Indoors, noisy, on feet, well lighted, clean

School subjects of particular use:

English, especially oral communication, math, associated trade skills

Dependent upon other people:

All must function for a complete finished product

Other people depend upon this employee:

Interdependent - must be to work on time

Abilities and interests to be successful:

Good coordination to facilitate motor skills

Physical demands:

Maintain alertness

Personal qualities:

Must be able to communicate with others, attendance

Educational preparation:

None

Jobs young people could do to prepare for this type of work:

Maintain a good work record. Associated trade skill training such as printing, tool and die making, welding

General Salary range:

$5.71 hr.

Fringe benefits:

Life and health insurance paid, vacation-2 wks., no sick days, dental

Opportunities for advancement:

Average and very good, depend on individual

Other occupations knowledge, skills for job to be utilized:

Similar businesses

Assembler

Duties:

Motor skills
Works quickly with hands
Coordination

Working hours:

3 shifts available

Special clothing, masks, shields or equipment:

Ear plugs, masks, special shoes, safety glasses
Equipment furnished by employer

Working conditions:

Indoors, noisy, hazardous, on feet, well lighted, competent and safe co-workers

School subjects of particular use:

English, Math

Dependent upon other people:

Factory depends on work to report on time each day. All the depts. on the floor depend on each other to keep production moving

Other people depend upon this employee:

Abilities and interests to be successful:

Physical demands:

Personal qualities:

Dependable - arrive on time

Educational preparation:

Jobs young people could do to prepare for this type of work:

A variety of craft and trade jobs

General Salary range:

$5.71 hr. during 1st 30 days

Fringe benefits:

Life and health insurance paid, vacation-2 wks

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Heavy Duty Assembler

Duties:

Places pistons in a rotator

Working hours:

7:20 - 3:20

Special clothing, masks, shields or equipment:

Hard toe shoes, safety glasses

Working conditions:

Indoors, noisy, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

None in particular

Dependent upon other people:

Assembly line operation

Other people depend upon this employee:

Same as above

Abilities and interests to be successful:

Physical demands:

Good health

Personal qualities:

Patience, must use great care in handling parts

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

Other manufacturing or mechanical work

General Salary range:

$147 wk. After 90 days this goes to $157. Could make up to $11,000 yr. if cost of living continues

Fringe benefits:

Life insurance paid after 1 yrs. salary, health insurance paid, vacation-2 wks., sick days-salary continuation program, dental Ins., cost of living clause

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Any manufacturing job

Assistant Engineer in Maintenance

Duties:

Repairs and maintains machinery and mechanical equipment
Have knowledge of diagram, sketches, operation manuals
Use of hand and power tools

Working hours:

8 hr. shift

Special clothing, masks, shields or equipment:

Hard hat
Equipment furnished by employer

Working conditions:

Indoors 85%, outdoors 15%, noisy, hazardous, extremely hot, on feet, competent and safe co-workers

School subjects of particular use:

Math, shop, electricity, any subject dealing with mechanical ability

Dependent upon other people:

Quite independent

Other people depend upon this employee:

The entire hospital reaches around the electrical engineering and maintenance

Abilities and interests to be successful:

Mechanical ability, electrical knowledge

Physical demands:

Fatigue on a demanding day - 8 hrs. is about enough

Personal qualities:

Get along with people, able to work alone, efficiency, considerate of others

Educational preparation:

High school, trade or technical school

Jobs young people could do to prepare for this type of work:

General Salary range:

$5.23 hr. Reviewed annually

Fringe benefits:

Life insurance paid, ½ health insurance paid, vacation-2 wks., sick days-13 a yr.

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Any institution, factory or large manufacturing facility would require this type work

Heavy Duty Assembler of Motors

Duties:

Assemble parts
Tighten nuts

Working hours:

7:20 - 3:20

Special clothing, masks, shields or equipment:

Steel toe shoes, safety glasses
Hammer, wrench, etc., furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, well lighted, clean

School subjects of particular use:

Math, drafting

Dependent upon other people:

To ask for help

Other people depend upon this employee:

To get their machines going

Abilities and interests to be successful:

Blue prints

Physical demands:

Light lifting, on feet on cement

Personal qualities:

Get along with people, ability to go alone and do things

Educational preparation:

Trade or technical school, on-the-job training

Jobs young people could do to prepare for this type of work:

Machine shop, some mechanics

General Salary range:

entry level $140 wk.
after 5 yrs. $225 wk.

Fringe benefits:

Life and health insurance paid, vacation-2 wks. after 10 mos., sick days-salary continuation, dental, tuition plan

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Trouble shooter, repairman

Churchill Hob

Duties:

Spine on shaft, put shaft in machine
Start machine
Set up machine with gears

Working hours:

7:20 - 3:20

Special clothing, masks, shields or equipment:

Gager machine, furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, well lighted, clean

School subjects of particular use:

Dependent upon other people:

Correctly made parts

Other people depend upon this employee:

Abilities and interests to be successful:

Patience, ability to follow directions

Physical demands:

Some lifting

Personal qualities:

Patience, get along with people

Educational preparation:

Trade or technical school, on-the-job training

Jobs young people could do to prepare for this type of work:

Mechanics

General Salary range:

$147.20 wk.

Fringe benefits:

Life and health insurance paid, vacation-2 wks after 10 mos., sick days-salary continuation, dental, tuition plan

Opportunities for advancement:

Inside training required at Co. expense

Other occupations knowledge, skills for job to be utilized:

Farm

Final Inspector

Duties:

Check important area on parts

Working hours:

Special clothing, masks, shields or equipment:

Steel toe shoes
Gages furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean

School subjects of particular use:

Math, spelling, blue print reading

Dependent upon other people:

Working together on inspection

Other people depend upon this employee:

Same as above

Abilities and interests to be successful:

Concentration, patience

Physical demands:

Eye strain

Personal qualities:

Perfection, pride of work, ability to work and get along with people

Educational preparation:

High school preferred, on-the-job training

Jobs young people could do to prepare for this type of work:

Mechanics, work with people

General Salary range:

entry level $140 wk.
after 5 yrs. $225

Fringe benefits:

Life and health insurance paid, vacation-2 wks. after 10 mos., sick dyas-salary continuing, dental, tuition plan

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Anything requiring inspection

Cover Sub Assembler

Duties:

Assemble parts in given order

Working hours:

Special clothing, masks, shields or equipment:

Glasses and shoes
Machine, small hand tools furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean

School subjects of particular use:

None

Dependent upon other people:

In line. Have parts for her to use

Other people depend upon this employee:

In line

Abilities and interests to be successful:

Preci ion, accuracy

Physical demands:

Standing

Personal qualities:

Work with people

Educational preparation:

High school preferred, on-the-job training

Jobs young people could do to prepare for this type of work:

Any job requiring thoroughness

General Salary range:

entry level $140 wk.
after 5 yrs. $225 wk.

Fringe benefits:

Life and health insurance paid, vacation-2 wks. after 10 mos., sick days-salary continuing, dental, tuition plan

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any assembly work

Kingsbery Machine Operator

Duties:

Set up and make adjustments, check parts

Working hours:

Special clothing, masks, shields or equipment:

Glasses and shoes
Gager, small hand tools furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean

School subjects of particular use:

Blue print reading, reading gages

Dependent upon other people:

Trouble shooter, parts, tooling

Other people depend upon this employee:

Line, good workmanship

Abilities and interests to be successful:

Conscious, do a good job, patience

Physical demands:

Standing

Personal qualities:

Able to think

Educational preparation:

High school preferred, on-the-job training

Jobs young people could do to prepare for this type of work:

Mechanics

General Salary range:

entry level $140 wk.
after 5 yrs. $225 wk.

Fringe benefits:

Life and health insurance paid, vacation-2 wks/10 mos., sick days-continuing, dental, tuition paid

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Mechanical jobs, job requiring precision, use of precise tools

Spintle Kingsberry

Duties:

Operate machines
Puts parts in cluch, test parts
Uses gager

Working hours:

7:20 - 3:20

Special clothing, masks, shields or equipment:

Steel toe shoes, safety glasses
Machine gage, hand tools furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, reading blue print

Dependent upon other people:

Tooling, assistance, setting up machines (new parts, etc.)

Other people depend upon this employee:

Good workmanship, work done on line

Abilities and interests to be successful:

Mechanical

Physical demands:

Standing

Personal qualities:

Patience, like for machines

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Mechanical job, blue print reading

General Salary range:

entry level $140 wk.
after 5 yrs. $225 wk.

Fringe benefits:

Life and health insurance paid, vacation-2 wks. after 10 mos., sick days-salary continuing, dental, tuition paid

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Machine operator, hand skills

Final Tester

Duties:

Check pressure
Do read-out
Hook up hoses

Working hours:

7:20 - 3:20

Special clothing, masks, shields or equipment:

Air wrench, hoses furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, physics, electronics-hydraulics

Dependent upon other people:

Repair of testing equipment

Other people depend upon this employee:

How to do good work as machines must run right

Abilities and interests to be successful:

Mechanical, patience

Physical demands:

Standing

Personal qualities:

Good natured, get along with people, patience

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Tool shop and heavy equipment

General Salary range:

entry level $140 wk.
after 5 yrs. $225 wk.

Fringe benefits:

Life and health insurance paid, vacation-2 wks. after 10 mos., sick days-salary continuing, dental, tuition paid

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Working for precision

Shipping and Receiving Clerk

Duties:

Open and inspect packages, distribute packages to people
Shipping, run inventory daily
Receive steel and checkout to machine reweight

Working hours:

7:20 - 3:20

Special clothing, masks, shields or equipment:

Steel toe shoes, safety glasses
Fork truck, overhead crane furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Typing, business math, speech, business machines-calculator, filing

Dependent upon other people:

Other people depend upon this employee:

Abilities and interests to be successful:

Interest in business, advance

Physical demands:

Heavy lifting

Personal qualities:

Good memory, initiative, get along with people

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Material handler, clerk, office machines

General Salary range:

entry level $140 wk.
after 5 yrs. $225 wk.

Fringe benefits:

Life and health insurance paid, vacation-2 wks. after 10 mos., sick days-salary continuing, dental, tuition paid

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Clerking activities, warehouse

Drill Press Operator

Duties:

Load machine and unload machine
Take parts to inspection

Working hours:

7:20 - 3:20

Special clothing, masks, shields or equipment:

Hard toes, furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Mechanics

Dependent upon other people:

For help when needed

Other people depend upon this employee:

Good job

Abilities and interests to be successful:

Strong, want to work

Physical demands:

Light to heavy lifting

Personal qualities:

Strong

Educational preparation:

High school preferred, on-the-job training

Jobs young people could do to prepare for this type of work:

Machine operator

General Salary range:

entry level $145 wk.
after 5 yrs. $225 wk.

Fringe benefits:

Life and health insurance paid, vacation-2 wks after 10 mos., sick days-salary continuing, dental

Opportunities for advancement:

Verygood

Other occupations knowledge, skills for job to be utilized:

Machine operator

Tool and Cutter Grinder

Duties:

Sharpen tools
Operate Pieset

Working hours:

7:20 - 3:20

Special clothing, masks, shields or equipment:

Safety glasses
Gages-measurement furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math

Dependent upon other people:

New ideas

Other people depend upon this employee:

Sharp tooling, correct tooling

Abilities and interests to be successful:

Mechanical ability

Physical demands:

Standing

Personal qualities:

Patient, precise

Educational preparation:

High school preferred, on-the-job training

Jobs young people could do to prepare for this type of work:

Machine shop

General Salary range:

entry level $145 wk.
after 5 yrs. $225 wk.

Fringe benefits:

Life and health insurance paid, vacation-2 wks. after 10 mos., sick days-salary continuing, dental

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Machine operator

MARKETING AND DISTRIBUTION RELATED OCCUPATIONS

"Caveat Emptor" became the policy for selling in the late Nineteenth Century. Historically,the early hawkers and covered wagon vendors set the stage for marketing in its simplest forms Today's complex society requires the expertise of specialists in all phases of marketing from management, research, purchasing, sales and advertising to the physical distribution of products.

There are many personal qualities suggested by employers and employees as essential to marketing and distribution related occupations. Heading the list of skills and qualities prerequisite to the occupation is proficiency in oral and written communications, compatibility in human interactions, self discipline, initiative, and an awareness of market trends. Creativity would be essential for sales, advertising and management personnel.

Opportunities are unlimited from a feeling of a job well done and from a pecuniary standpoint. Individuals who enjoy competition and who have the self direction to meet stringent deadlines might enjoy sales.

It was stated in a recent career education article that the present era has been called the "Age of Marketing."

Store Manager

Duties:

Supervise department heads

Working hours:

10 hr. day 5 days a wk.

Special clothing, masks, shields or equipment:

Presentable to public

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, bookkeeping, business training, public relations, psychology

Dependent upon other people:

Good relationships with workers and respect

Other people depend upon this employee:

Honest with them

Abilities and interests to be successful:

Like what doing, like people, interesting to see profit and loss - growth of business

Physical demands:

On feet much of time

Personal qualities:

Good education dealing with everyday life

Educational preparation:

High school, trade or technical school, college, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

At 16 get part-time jobs - good experience to be exposed with working with people

General Salary range:

$15,000 level small
$20,000 medium $30,000 large - 100 employees 10 yrs.

Fringe benefits:

Life and health insurance paid, vacation-4 wks., sick days-none, birthday paid for

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

District manager, any kind leadership position

Branch Service Support Manager

Duties:

Provide analysis in terms of service of the company
Responsibility of logistical support in problem solving in parts, physical needs for xerox machines
Training and development support for company personnel

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

Presentable to public
Manuals, tools, etc., furnished by employer

Working conditions:

Indoors, outdoors when with customers, noisy, hazardous, dusty or smoky, air conditioned, extremely hot, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, general science, agriculture including hands on shop, business, social science, psychology, English, speech and good wound broad courses

Dependent upon other people:

12 people are assigned to this employee
Sales and service must be tied hand and hand together

Other people depend upon this employee:

Abilities and interests to be successful:

Interest in people, broad interest in personal growth and learning

Physical demands:

Nothing out of the normal

Personal qualities:

Initiative, independent and understanding one's own values, willing to work with many people, willingness to work hard

Educational preparation:

High school, college ½ yr., apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Jobs that relate to working with people
Jobs that require working with hands

General Salary range:

entry level $150 wk.) Manager $19,000 starting
after 5 yrs. $280 wk. after 10 yrs. $330 wk) technicians

Fringe benefits:

Life and health insurance paid, vacation-3 wks. per yr., sick days-as needed

Opportunities for advancement:

Very good. No limitation

Other occupations knowledge, skills for job to be utilized:

Any occupation within many companies

Order Specialist

Duties:

Answer telephone
Place orders for dealers
Handle early orders for dealers

Working hours:

Normally 8 hr. but lately 12 hrs. a day

Special clothing, masks, shields or equipment:

None
CRT machine furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Computer programming, business courses

Dependent upon other people:

Contact with 200 or more daily and all orders and details must be correct

Other people depend upon this employee:

The reverse of the above

Abilities and interests to be successful:

Service to people, courtesy

Physical demands:

Mental and emotional stamina to survive

Personal qualities:

Pay attention to details, be very observant

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Bookkeeping, shorthand

General Salary range:

$175 wk.

Fringe benefits:

Life and health insurance paid, vacation-2 wks., sick days-varies, dental, pension, 13 paid holidays

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any industry using the CRT machine in placing orders

Marketing

Duties:

Produce production information, service publications, owner manuals
Market forcasting
Merchandise pricing

Working hours:

7:30 - 4:00

Special clothing, masks,shields or equipment:

None

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

College bound courses

Dependent upon other people:

All interdependent

Other people depend upon this employee:

All interdependent

Abilities and interests to be successful:

Planning ability
Common sense in making value judgements

Physical demands:

Endurance

Personal qualities:

Self discipline, self motivation

Educational preparation:

College

Jobs young people could do to prepare for this type of work:

Any business related activity

General Salary range:

$900/mo.

Fringe benefits:

Life and health insurance paid, vacation, sick days-none

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

All related fields

Senior Sales Representative

Duties:

Marketing
Analysis system
Customer care - follow-up

Working hours:

8:00 - open

Special clothing, masks, shields or equipment:

Calculator furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Mathematics, psychology, speech

Dependent upon other people:

Generate revenue

Other people depend upon this employee:

Working with administrative and technical groups

Abilities and interests to be successful:

Social abilities

Physical demands:

Good health, handling pressure

Personal qualities:

Good personality, empathy

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Any sales work
People-oriented work

General Salary range:

entry level $16,000
after 5 yrs. $30,000

Fringe benefits:

Life and health insurance paid, vacation-2 wks., sick days available

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any marketing oriented Co.

Assistant Buyer

Duties:

Inventory control
Purchasing
Trining employees

Working hours:

40 hr. wk. 60 hr. during holidays

Special clothing, masks, shields or equipment:

Dress clothes
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Accounting, secretarial training, sociology, psychology

Dependent upon other people:

Working arrangement with buyer

Other people depend upon this employee:

All merchandising problems are handled

Abilities and interests to be successful:

Like bookwork, like people

Physical demands:

None

Personal qualities:

Neat, clean appearance, meeting the public, nasty customers a problem, temper controlled

Educational preparation:

High school, college, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Sales, distributative education, general business courses

General Salary range:

Sales clerk $2.10-$3.00 plus commissions
Mgt. trainee $6,500/yr. Buyer $20,000-$25,000

Fringe benefits:

Life insurance-1½ times annual salary, vacation-1 wk./1 yr., sick days-10 days/yr., store discount

Opportunities for advancement:

Average. If good, you are advanced

Other occupations knowledge, skills for job to be utilized:

Any retail business

Customer Representative

Duties:

Train customers to use xerox equipment
Tracking program for retrofit

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

Equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

General business on secondary

Dependent upon other people:

Sales people need to sell the equip., service dept. needs, sales and service needs to give feedback on what she is doing to update her service

Other people depend upon this employee:

Help to take care of some calls without sending out a service representative

Abilities and interests to be successful:

Ability to work with other people

Physical demands:

On feet a lot, however, not very physically demanding

Personal qualities:

Outgoing personality, patience

Educational preparation:

High school, college prefer at least 2 yrs., on-the-job training

Jobs young people could do to prepare for this type of work:

Teaching assistant

General Salary range:

Fringe Benefits:

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Teaching, public relations

Sales

Duties:

Sales - marketing
Analysis
Prospective-customer care

Working hours:

8:00 - 5:00 Proposal and analysis work in addition

Special clothing, masks, shields or equipment:

Business suit

Working conditions:

Indoors, air conditioned, on feet 60%, sit down 40%, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Basic business functions - math,
Basic math and advanced math course

Dependent upon other people:

Service dependency
Administrative dependency

Other people depend upon this employee:

The creation of new business to perpetuate the company

Abilities and interests to be successful:

Any social or communicative skills

Physical demands:

Good health

Personal qualities:

Good moral conduct

Educational preparation:

High school - company standards

Jobs young people could do to prepare for this type of work:

Any customer oriented job - convincing people

General Salary range:

entry level $900
after 5 yrs. $1,500 after 10 yrs - up to individual

Fringe benefits:

Life and health insurance paid, vacation-2-5 wks., sick days-arbitrary

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any business function

Service Representative

Duties:

Service
Collection
Sales

Working hours:

8:00 - 5:00 and overtime

Special clothing, masks, shields or equipment:

Equipment furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Attendance, attitudes, working with people, math, accounting, speech, English, clerical work, filing, psychology-learn how to handle people

Dependent upon other people:

All have to handle their job correctly. Pressure to do well. Attendance

Other people depend upon this employee:

Same as above

Abilities and interests to be successful:

Work with people, self confidence, quick thinking, sales ability

Physical demands:

Quick on feet

Personal qualities:

Pleasant on phone, patient with disturbed customers

Educational preparation:

On-the-job training 10 wks.

Jobs young people could do to prepare for this type of work:

Work with people, talking on phone, soliciting

General Salary range:

entry level $135
after 5 yrs. $211.50

Fringe benefits:

Group life participation after 6 mos., health insurance paid after 6 mos., vacation after 6 mos., 2 wks/1 yr., 3 wks/8 yrs., 4 wks/15 yrs., 5 wks/25 yrs.

Opportunities for advancement:

Very good if job is done well

Other occupations knowledge, skills for job to be utilized:

Clerical, public (handling people), sales or personal repr.

Sales Associate

Duties:

Selling
Marking up and down of prices

Working hours:

8:30 - 5:30

Special clothing, masks, shields or equipment:

Press and pant suits are acceptable
Cash register furnished by employer

Working conditions:

Indoors, noisy sometimes, on feet, well lighted, competent and safe co-workers

School subjects of particular use:

Selling, math, public relations

Dependent upon other people:

When employee is out of dept., she can be replaced with someone from adjoining dept.

Other people depend upon this employee:

Customer assistance
Employee can cover for someone in her or an adjoining dept.

Abilities and interests to be successful:

Interest in communicating with and helping others

Physical demands:

Long hours of standing on feet

Personal qualities:

To get along with other people

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Grocery stores, filing stations, restaurant

General Salary range:

entry level $6,000
after 6 yrs. $7,000 after 10 yrs. $8,000

Fringe benefits:

Life insurance paid after 1 yr. of employment, health insurance paid after 20 yrs. of employment, vacation-1 wk/1 yr. of employment, sick days-varies from 1 to 10 days after 1 yr. of employment

Opportunities for advancement:

Advancement depends on employee's ability to prosper in current job

Other occupations knowledge, skills for job to be utilized:

Any sells related occupations

Feed Field Manager (Sales)

Duties:

Sell feed - visits farmer on farm
Helps with fertilizer
Helps with customers in office

Working hours:

7:00 - 5:30

Special clothing, masks, shields or equipment:

None, unless working in plant, then hard hat
Calculator, sales books furnished by employer

Working conditions:

Indoors, outdoors, extremely hot, on feet, sit down, well lighted, competent and safe co-workers

School subjects of particular use:

Agriculture, animal husbandry, biology, math, speech

Dependent upon other people:

Depend on Oscar to deliver-fill an order. All people in office to give good service

Other people depend upon this employee:

Manager depends entirely on Dennis to do the job

Abilities and interests to be successful:

Interest in agriculture
Ability to get along with people

Physical demands:

Light lifting at times

Personal qualities:

Honesty, friendly

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Work on farm, work around animals

General Salary range:

entry level $2.50

Fringe benefits:

Life and health insurance paid, vacation-3 wks/15 yrs. 2 wks/8 yrs., then 4 wks., retirement

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Any selling job, any job dealing with job

Inside Shipper

Duties:

Generate build memos for shop
Answer branch questions on products and bundle
Availability

Working hours:

7:00 - 3:30

Special clothing, masks, shields or equipment:

None
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, sit down half time, well lighted, clean, competent and safe co-workers, some shop travel

School subjects of particular use:

Data processing, marketing, math, basic skills

Dependent upon other people:

Others in dept. must do their job

Other people depend upon this employee:

Depend on him to do his job

Abilities and interests to be successful:

Get along with people, mechanical aptitude

Physical demands:

Alert

Personal qualities:

High tolerance level, ability to handle more than one problem at a time

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Selling - meet people

General Salary range:

entry level $8,000
Raises based on performance, cost of living allowance

Fringe benefits:

Life and health insurance paid, vacation-2 wks starting, sick days-accumulative, pension plan, 2/3 tuition aid

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Jobs dealing with people

Warehouse Supervisor

Duties:

Tours
Invoice
Schedule work assignments and evaluate vacation schedules

Working hours:

8:00 - 4:00

Special clothing, masks, shields or equipment:

None
Equipment furnished by employer

Working conditions:

Indoors, noisy, dusty or smoky, extremely hot, on feet, well lighted, clean, competent and safe co-workers, patience and understanding

School subjects of particular use:

General high school education (no special subjects)
Psychology in getting along with people

Dependent upon other people:

Movement and those under for good work relationships

Other people depend upon this employee:

Discusses all kinds of problems with floor people

Abilities and interests to be successful:

Respect and responsibility
Psychology, willing to help

Physical demands:

Standing - help with cartons

Personal qualities:

Likes to be busy, ability to communicate

Educational preparation:

High school or equivalent, on-the-job training

Jobs young people could do to prepare for this type of work:

Begin as clerk or checker in shipping

General Salary range:

entry level $2.50 - $3.00 hr. No commitment

Fringe benefits:

Life insurance paid after 1 yr., health insurance paid after 20 yrs., vacation- 4 wks., profit share after 5 yrs., store discount

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Other retail outlets

PERSONAL SERVICES

Personal service occupations are in demand and will continue to be needed in the future. This will be due to increased population, expanding economy and desire for more personal and family comforts. Technology is not expected to decrease the demands for personal services.

This cluster offers a variety of occupations - many with a minimal academic background, others with special on-the-job training, and a limited number from trade, vocational and special schools.

Personal services offers opportunities for self-employment and small (large) businesses. The worker, through communication and completion of a (definite or specific) job would/could experience personal satisfaction in a task well done and the supplying of a service to a satisfied employer or customer.

Personal service occupations are generally concerned with personal improvements, the care of a person, his apparel or possessions, and his personal appearance. These occupations are typified by seven major families found within the framework of this cluster; they are: (1) domestic services, (2) lodging and related services, (3) barbering, cosmotology and related services, (4) dry cleaning, laundry and apparel service, (5) stewards, attendants, and miscellaneous personal service, (6) food and beverage preparation and service (7) domestic animal care.

In preparation for these jobs, in addition to basic skill courses, emphasis should be placed on the communication skills and wholesome human relation experiences. Perhaps constant and continuing parallel experiences of on the job and in the classroom.

General Manager (Motel)

Duties:

Responsible for total motel including sales
Profits and service

Working hours:

5-7 days a week 8-12 hrs. a day

Special clothing, masks, shields or equipment:

Sport coat and tie, suit

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Knowledge of food preparation and service

Dependent upon other people:

Has 125 people dependent upon

Other people depend upon this employee:

Leadership and guidance

Abilities and interests to be successful:

Meeting and greeting people
Desire to give good service

Physical demands:

None

Personal qualities:

Able to be pleasant, able to be patient, able to lead and guide people, able to make quick decisions

Educational preparation:

High school, college, apprenticeship, on-the-job training.
All recommended but not required

Jobs young people could do to prepare for this type of work:

Work in hotel or motel

General Salary range:

$12,000 - $40,000 depending on size of motel and your experience

Fringe benefits:

Life insurance paid, vacation-2 wks., sick days-no limit but reasonable

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

General management

Housekeeper (Hotel/Motel)

Duties:

Sanitization of floors
Sanitization of bathroom fixtures
Elimination of dust and dirt in entire facility

Working hours:

7:00 - 3:00

Special clothing, masks, shields or equipment:

Colored uniform
Cleaning equipment and supplies furnished by employer

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

No educational requirements

Dependent upon other people:

Under supervision of director

Other people depend upon this employee:

Basic clealiness for safety and contentment of everyone in facility

Abilities and interests to be successful:

Energetic, good worker, cooperation

Physical demands:

On feet constantly, stooping, reaching

Personal qualities:

Educational preparation:

None

Jobs young people could do to prepare for this type of work:

Housework

General Salary range:

Minimum

Fringe benefits:

Opportunities for advancement:

Average

Other occupations knowledge,skills for job to be utilized:

Housekeeping urgent in all areas

Barber and Shop Manager/Owner

Duties:

All duties associated with barbering as cutting hair, shave, shampoo, facials, etc.

Working hours:

8:00 - 6:00 Sat. 8:00 - 5:00

Special clothing, masks, shields or equipment:

No special clothing except clean garb
Clippers, razor, comb furnished by employer

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean

School subjects of particular use:

Business training, health classes

Dependent upon other people:

None - self employed

Other people depend upon this employee:

For their barbering services

Abilities and interests to be successful:

Be able to perform your skill well
Be pleasant to people

Physical demands:

None except being on feet

Personal qualities:

Personality must be pleasant, must be able to carry on conversations with people

Educational Preparation:

High school, trade or technical school, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

None

General Salary range:

$8,000 - $15,000

Fringe benefits:

All taken care of by self employed man

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Mortician, President of Firm

Duties:

Anything related to first call of death to burial of human body. Includes body pick up and all related services, banking, welfare contact, etc.

Working hours:

As the need arises or 24 hr. job. Large establishments work on 8 hr. shift

Special clothing, masks, shields or equipment:

Only for preparation work
All equipment pertaining to use of funeral home furnished by employer

Working conditions:

Indoors, outdoors, noisy, hazardous, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Any basic science, bookkeeping, typing, math, sociology, psychology, all pre-med courses

Dependent upon other people:

Upon family, suppliers, employees, those people who implement services for the family

Other people depend upon this employee:

Comfort, guidance, coordination of services are family needs. Ministers also depend upon him

Abilities and interests to be successful:

Must like people to be able to communicate. Must be able to perform the necessary skills. Must have the interest for the job

Physical demands:

Long hours of standing at times

Personal qualities:

Personality must be pleasant, must have good human awareness

Educational preparation:

High school, trade or technical school, college 2 yrs. apprenticeship 1 yr., one yr. embalming school or college with major in morturary science

Jobs young people could do to prepare for this type of work:

Hospital morgues, funeral home

General Salary range:

$7,500- $12,500

Fringe benefits:

Self employed - paid by owner

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Shoe Repairman and Owner of Shop

Duties:

Shoe and leather goods repair - replace some zippers
Replace heels, soles
Sell shoe accessories

Working hours:

7:00 - 4:00 Sat. 7:00 - 2:00

Special clothing, masks, shields or equipment:

Apron
Trimmer, stitcher, special hand tools furnished by employer

Working conditions:

Indoors, noisy, on feet, well lighted, clean

School subjects of particular use:

None

Dependent upon other people:

For his customers

Other people depend upon this employee:

For repair of shoes and related goods

Abilities and interests to be successful:

Must be handy with hands. Must be able to meet people

Physical demands:

Long hours of standing

Personal qualities:

Pleasant personality

Educational preparation:

Trade or technical school

Jobs young people could do to prepare for this type of work:

None - a special skill. Need the training from trade school

General Salary range:

$4,000 to $10,000. Depends on how hard you want to work when you own your own shop

Fringe benefits:

Self employed. Must furnish all benefits for himself

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

None

Flatwork Tier (Dry Cleaners)

Duties:

Feeding and folding sheets, linen, etc.
Sorting and packing
Towel folding

Working hours:

7:00 - 3:30

Special clothing, masks, shields or equipment:

None - anything comfortable

Working conditions:

Indoors, noisy, extremely hot, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

None

Dependent upon other people:

Depend upon each other which is 17 other employees. All have specific related jobs

Other people depend upon this employee:

Same as above

Abilities and interests to be successful:

Getting along with fellow employees

Physical demands:

Standing on feet. Need good sight

Personal qualities:

Able to get along with people

Educational preparation:

None, on-the-job training

Jobs young people could do to prepare for this type of work:

None

General Salary range:

entry level $2.00
after 10 yrs. $2.25 whatever minimum wage is

Fringe benefits:

Life insurance paid after 5 yrs., health insurance paid after 30 days.
Vacation-1-3 wks., depending on yrs. worked., 6 paid holidays

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Laundry Worker (Dry Cleaners)

Duties:

Strip beds
Package laundry

Working hours:

6:30 - 2:30

Special clothing, masks, shields or equipment:

Baskets, plastic bags, cleaning supplies, furnished by employer
Uniform

Working conditions:

Indoors, air conditioned, on feet, well lighted, competent and safe co-workers

School subjects of particular use:

None

Dependent upon other people:

Working together

Other people depend upon this employee:

Working together. Patients completely dependent on linen changes

Abilities and interests to be successful:

Interest in helping people

Physical demands:

Personal qualities:

Patient, understanding of old people, kind, friendly

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

General Salary range:

Fringe benefits:

Paid vacation-1 wk., sick days-6 days

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Business requiring housekeeping chores

Counter Help - Presser (Dry Cleaners)

Duties:

Take in orders - give out
Presser - pants
Assembling orders

Working hours:

8:00 - 4:00

Special clothing, masks, shields or equipment:

Clothes that present good image to public
Cleaning machine, iron, several styles, boards, steam iron, furnished by employer

Working conditions:

Indoors, noisy, extremely hot, on feet, sit down sewing, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, science, getting along with people, reading-filing system, writing and spelling in making out tickets

Dependent upon other people:

Always must have cleaning

Other people depend upon this employee:

Care of clothes
Fulfill time element and press and clean properly

Abilities and interests to be successful:

Running a machine. Variety in work

Physical demands:

Strength in arms to lift, endurance, physically demanding

Personal qualities:

Liking different people, patience to work on other people's garments as if they are own.

Educational preparation:

High school, trade or technical school would help-spotting cleaning, on-the-job training

Jobs young people could do to prepare for this type of work:

Get on job training. All cleaners vary, plants operate differently

General Salary range:

Minimum wage. Can vary with ability and employer. Commission for managers

Fringe benefits:

Paid vacation-1 wk/1 yr., 2 wks/5 yrs., 3 wks/10 yrs., free dry cleaning, bonus after year at Xmas

Opportunities for advancement:

Average. Possibility of becoming manager depending on your own initiative - proving yourself

Other occupations knowledge, skills for job to be utilized:

Tailoring, garment factory, work counter - into salesmanship

Relations Clerk (Bank)

Duties:

Questions and billings
Finance charges

Working hours:

Special clothing,masks, shields or equipment:

None
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

English

Dependent upon other people:

Other people depend upon this employee:

Interdependent

Abilities and interests to be successful:

Patience, the want to help others

Physical demands:

None

Personal qualities:

Patience, you have to listen and be understanding

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Phone messages, filing

General Salary range:

$400 - $460 mo.

Fringe benefits:

Life insurance paid 2 times salary, health insurance shared, vacation-2 wks., sick days-6 days, retirement, disability

Opportunities for advancement:

Up to individual

Other occupations knowledge, skills for job to be utilized:

Professional Dog Groomer

Duties:

Cut, clip, bathe dogs

Working hours:

7:30 - 4:00

Special clothing, masks, shields or equipment:

None - old clothes
clippers, dryers, combs, tweezers furnished by employer

Working conditions:

Indoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Basic bookkeeping

Dependent upon other people:

Dependent upon assistants to help with some chores

Other people depend upon this employee:

For supervision and assistance in dog care

Abilities and interests to be successful:

Must like dogs

Physical demands:

Must be very tolerant and control temper

Personal qualities:

Get along with people, be very patient

Educational preparation:

None. No license is required in Iowa but is in some states

Jobs young people could do to prepare for this type of work:

On-the-job training with some one in the profession

General Salary range:

$8,000 - $20,000. Depending on where located and how much you want to work

Fringe benefits:

Owner of shop must take care of all

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Could go into boarding and kenneling dogs

Bartender and Manager

Duties:

Overall supervision of club including mixing and serving od drinks and beverages

Working hours:

Pretty much on call at all times for delivery men. Heavy hours when bar is open 4:00 p.m. - 2:00 p.m.

Special clothing, masks, shields or equipment:

None

Working conditions:

Indoors, air conditioned, on feet, clean, competent and safe co-workers

School subjects of particular use:

If going into management bookkeeping and business management would be helpful but nothing for bartending

Dependent upon other people:

Only as customers

Other people depend upon this employee:

For bookkeeping and supervision of employees and customers

Abilities and interests to be successful:

Well rounded personality, able to meet people

Physical demands:

None

Personal qualities:

Able to adjust to meeting and dealing with all types of people

Educational preparation:

On-the-job training. Nor formal education required but schooling is available. Some states require license but not Iowa

Jobs young people could do to prepare for this type of work:

None except work as fountain clerk and not many of them exist any more

General Salary range:

$8,000 - $15,000

Fringe benefits:

None

Opportunities for advancement:

Not good in bartending area. Very good for contacts in meeting people and who may offer opportunities outside of bartending

Other occupations knowledge, skills for job to be utilized:

None

Head Cook

Duties:

Buy food - make list, make menu
Supervise girls to see if they complete work and utilize left over food
Check supplies and keep coolers clean

Working hours:

Meal time hours 6:00 - 9:00

Special clothing, masks, shields or equipment:

Hairnet, aprons, ordinary dresses
Cooking equipment furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Health home management, buying - cooking in large quantities

Dependent upon other people:

Depend upon dishwasher on clean dishes, deliveries getting here, doing more if someone is absent

Other people depend upon this employee:

Be sure menus are correct with right amount for number of people,
Depend upon me taking over for someone

Abilities and interests to be successful:

Having dictation course, knowing how to get along, be patient with people learning

Physical demands:

Plenty of sleep, cement floor, hard on feet, unexpected guest for dinner

Personal qualities:

Pleasant, patience, courtesy

Educational preparation:

On-the-job training., Home economics

Jobs young people could do to prepare for this type of work:

Learning to do more things at home

General Salary range:

Set salary advancement

Fringe benefits:

Life and health insurance paid, vacation, sick days

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Restaurant, rest home, motels

PUBLIC SERVICE

Without the work of public service persons, communities could not function efficiently and effectively. Public service opportunities are distributed throughout the working world. They require special qualities and abilities such as: communicating skills, pride in one's work, responsibility towards others, caring about fellow citizens, and patience and understanding.

The Career Guidance Institute has afforded us as educators the opportunity to view the factual conditions of public service. Our challenge is to communicate these factual conditions to the youth which is needed to successfully function in a public service job.

It is the challenge of the business world to take the iniative to stand up and help the basic educator get any changes made in the school curriculum which will help the working world of tomorrow. They must organize a task force of individuals to regularly attend schools, career institutes, school board meetings, P.T.A. functions and any career education meetings.

Assistant Attorney General

Duties:

Defined the state on suits of negligence of state employees
Help write Attorney General's opinions
Advise public employee's relation board and labor union disputes

Working hours:

8:00 - 4:30 On call

Special clothing, masks, shields or equiopment:

None
Law books furnished by employer

Working conditions:

Indoors, outdoors, investigative, air conditioned, sit down, well lighted, competent and safe co-workers

School subjects of particular use:

Political science, accounting, law, debate

Dependent upon other people:

Student law clerks for research
Secretarial help

Other people depend upon this employee:

For defense or written opinions

Abilities and interests to be successful:

Public speaking, logical reasoning, arbitrating

Physical demands:

Eye strain

Personal qualities:

Honesty, dependability, reliability

Educational preparation:

High school, college, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Bookkeeping, clerk, insurance investigator

General Salary range:

entry level $10,000 - $12,000
after 5 yrs. $15,000 - $18,000 after 10 yrs. $20,000 - $25,000

Fringe benefits:

Life and health insurance paid, vacation-2 wks., sick days-90

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Law practice, Government administrative jobs

Curator of States Museum

Duties:

Cateloging collections
Research
Speaking to children

Working hours:

8:00 - 5:00 occasional Sat.

Special clothing, masks, shields or equipment:

Lab coat
Fumegators, acid bath, workshop equip., photographic equip.,furnished by employer

Working conditions:

Indoors, dusty, air conditioned, on feet, competent and safe co-workers

School subjects of particular use:

Museology, history, business, psychology

Dependent upon other people:

Dependent upon director for orders. All dependent upon other curators

Other people depend upon this employee:

For help in what others are doing

Abilities and interests to be successful:

Work with tools, typing, good readers, ability to get along with people

Physical demands:

Strong enough to lift heavy objects, shovel dirt,move objects

Personal qualities:

Integrity

Educational preparation:

High school, college, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Help catalogue, volunteer jr. museum

General Salary range:

entry level $7,000
after 5 yrs. $10,000 after 10 yrs. $12,000

Fringe benefits:

Vacation-12 days per yr., sick days-12 days per yr.

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Other educational endeavors or journalism

Elementary School Principal

Duties:

Improvement of instruction
Motivation for effective change and improvement
Organizational plan for operation

Working hours:

8:00 - 4:00

Special clothing, masks, shields or equipment:

None

Working conditions:

Indoors, outdoors, noisy, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Child development, psychology, psychology of learning, philosophy, curriculum areas

Dependent upon other people:

For budget, employees to work as a knit group, parent support

Other people depend upon this employee:

Organizational techniques, materials for the job, guidance and counseltation

Abilities and interests to be successful:

Basic skills, dealing with people, language skills, developing a background of general information, adequate evaluation techniques, planning, organization

Physical demands:

Be healthy and well, diet, exercise

Personal qualities:

Empathy, compassion, trustworthiness, genuine interest, enthusiasm, loyalty, perserverance

Educational preparation:

High school, college, on-the-job training

Jobs young people could do to prepare for this type of work:

Camp counselors, playground supervisor, scouting

General Salary range:

entry level $10,000
after 5 yrs. $15,000 after 10 yrs. $18,000

Fringe benefits:

Life and health insurance paid, vacation-4 wks., sick days-15

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Management, business and industry, areas of recreation, public service

English Department Chairman

Duties:

Curriculum development
Supervision of guidance of probationery
Classroom teacher

Working hours:

7:45 to 3:30

Special clothing, masks, shields or equipment:

None

Working conditions:

Indoors, extremely hot, on feet, well lighted, clean, competent and safe co-workers average

School subjects of particular use:

Liberal arts, humanities, psychology

Dependent upon other people:

Administrative personnel, parent's support, school-community

Other people depend upon this employee:

For materials, budget, scheduling, class help

Abilities and interests to be successful:

A liking of people, sharing, enthusiasm, read and study skills

Physical demands:

Eye strain, standing long hours

Personal qualities:

Sense of humor, honesty

Educational preparation:

High school, college, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

General Salary range:

entry level $8,500
after 5 yrs. $10,500 after 10 yrs. $13,500

Fringe benefits:

Life and health insurance paid, vacation-2 wks., sick days-15 days/yr.

Opportunities for advancement:

Average.

Other occupations knowledge, skills for job to be utilized:

Communication, journalism, advertising

Library Associate

Duties:

Checkout books to youngsters
In charge of library and everything that goes on
Book ordering and receiving

Working hours:

8:30 - 4:00

Special clothing, masks, shields or equipment:

None
Media equipment furnished by employer

Working conditions:

Indoors, extremely hot, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Library courses, children's literature, languages, typing, bookkeeping

Dependent upon other people:

Dependent on teacher to keep order

Other people depend upon this employee:

Take care of student library needs
Find books on individual units

Abilities and interests to be successful:

Interested in books and reading, liking children, like field education

Physical demands:

On your feet a great deal, meeting a lot of people

Personal qualities:

Ability to get along with people, diplomatic

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Work in school library

General Salary range:

entry level $20 a day
after 5 yrs. $25 a day after 10 yrs. $27 a day

Fringe benefits:

Life and health insurance paid, no paid vacation, sick days-15/yr., whole summer off-none paid

Opportunities for advancement:

Not good

Other occupations knowledge skills for job to be utilized:

Public library

Detective

Duties:

Protecting the public
Investigate crimes of violence against persons
Investigate crimes of violence against property

Working hours:

8:00 - 4:00

Special clothing, masks, shields or equipment:

None
Dictaphone furnished by employer

Working conditions:

Indoors½, outdoors½, sit down, well lighted, clean competent and safe co-workers

School subjects of particular use:

English/Spanish, Psychology, sociology, communication skills, clarity in writing

Dependent upon other people:

To rely information accurately

Other people depend upon this employee:

To relay information accurately

Abilities and interests to be successful:

Ability to communicate, friendly, easy going

Physical demands:

None

Personal qualities:

Honesty

Educational preparation:

High school, apprenticeship 1 yr. probation, on-the-job training

Jobs young people could do to prepare for this type of work:

Police explorer post, police cadet program, police science classes

General Salary range:

entry level $10,000
after 5 yrs. $12,500 after 10 yrs. $13,500

Fringe benefits:

Health insurance paid, vacation-3 wks., sick days-1 per mo., free uniforms

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Security jobs

Directory Assistant (Telephone)

Duties:

Assist customer

Working hours:

8:00 - 12:30 4:30 - 7:30 split shift

Special clothing, masks, shields or equipment:

No bibs, shorts, halters
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean

School subjects of particular use:

English, reading

Dependent upon other people:

Needs correct records to relay information to customers

Other people depend upon this employee:

Customers need information

Abilities and interests to be successful:

Sit still

Physical demands:

Finger dexterity

Personal qualities:

Enjoy talking to people, have patience

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

General Salary range:

$127.50 wk.

Fringe benefits:

Life insurance paid after 6 mos., health insurance paid after 6 mos., vacation-1 wk/6 mos., 2 wks/1 yr., sick days-varies according to length of service, 10 paid holidays

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Records Center Supervisor

Duties:

Receive and destroy records
Retrieve records when needed
Help with filing systems

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

Safety shoes
Tanks for destroying records furnished by employer

Working conditions:

Indoors, air conditioned

School subjects of particular use:

General areas

Dependent upon other people:

Service bureau to deliver records

Other people depend upon this employee:

Important records, must toll requests

Abilities and interests to be successful:

Get along with people, be flexible

Physical demands:

None

Personal qualities:

Dealing with people, communication

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

General subjects

General Salary range:

Fringe benefits:

Life and health insurance paid, vacation-4, sick days-36 wks. full pay

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Organization of filing systems

Toll Carrier (Telephone)

Duties:

New circuits, maintain circuits
Add new systems to certain specifications, maintain power room
Control center - test with outside men

Working hours:

8:00 - 4:30

Special clothing, masks, shields or equipment:

Safety glasses
Glasses and tools furnished by employer

Working conditions:

Indoors, air conditioned, on feet ½, sit down ½, clean, competent and safe co-workers

School subjects of particular use:

Electronics, math, physics

Dependent upon other people:

Help, physical and mental, other sources for information in addition to resource manuals

Other people depend upon this employee:

Same as above

Abilities and interests to be successful:

Common sense, use hands and small tools, get ahead-improve onesself

Physical demands:

Climbing ladders, walk, eyesight, hands

Personal qualities:

Personality, being able to work with other people

Educational preparation:

High school, trade or technical school, on-the-job training

Jobs young people could do to prepare for this type of work:

Electronics, problem solving, common sense and logic

General Salary range:

entry level $151 - $155 wk.
top wage $278 wk.

Fringe benefits:

Life and health insurance paid, vacation-4, 50% discount on local phone, holidays-10

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

In company - framing and switching; out of company - none

Service Analysis (Telephone)

Duties:

Computer work
Analyzing service work
Keeping service records

Working hours:

7:30 - 4:00

Special clothing, masks, shields or equipment:

None
Equipment furnished by employer

Working conditions:

Indoors, noisy, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Typing, computer courses

Dependent upon other people:

Totally dependent in receiving accurate information and cards

Other people depend upon this employee:

Checking on service

Abilities and interests to be successful:

Like to work with machines

Physical demands:

Personal qualities:

Personality, being able to work with other people

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Typing, general clerical

General Salary range:

entry level $133.50 wk.
after 5 yrs. $200 wk., after 10 yrs. $200 wk.

Fringe benefits:

Life and health insurance paid after 6 mos., vacation-2 wks./1 yr., 3 wks/8 yrs., 4 wks/15 yrs., 10 holidays, 50% discount on phone service

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Computer related jobs

Repair Clerk (Telephone)

Duties:

Answer repair calls
Handle service orders

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

Equipment furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean

School subjects of particular use:

Speech, English

Dependent upon other people:

Calls must be transferred and handled properly

Other people depend upon this employee:

Transferring information to proper place

Abilities and interests to be successful:

Like talking to people, contact with public

Physical demands:

Stress - during times of severe weather, etc.

Personal qualities:

Friendly

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

Receptionist

General Salary range:

entry level $133.50 wk.
after 5 yrs. $200 wk. after 10 yrs. $200 wk.

Fringe benefits:

Life and health insurance paid after 6 mos., vacation-2 wks., 3 wks/8 yrs., 4 wks/15 yrs., 10 holidays, 50% discount on phone service

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Receptionist

Social Service Worker

Duties:

Write progress reports of residents of village
Write letters connected with social services
Communication with outside social services

Working hours:

9:00 - 5:00

Special clothing, masks, shields or equipment:

Casual streetwear
Equipment furnished by employer

Working conditions:

Indoors, outdoors, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Communications, general business, fine arts (art, music drama), psychology, social studies

Dependent upon other people:

Dependent on staff to assist writing reports. Residents to be open enough to be understood

Other people depend upon this employee:

Others depend upon accurate observations and reporting to clearly describe the resident

Abilities and interests to be successful:

Definite interest in disabled people. Relate to people very well

Physical demands:

Good health

Personal qualities:

Warm, friendly person, understanding, good listener, an organizer, energetic, creative

Educational preparation:

High school, college, on-the-job training

Jobs young people could do to prepare for this type of work:

Volunteer work with people with special learning disabilities
Part-time employment in areas of disabilities residents

General Salary range:

Hourly salary beginning minimum wage

Fringe benefits:

Health insurance part paid, vacation-2 wks. after 5 yrs., sick days-5, attending outside communities

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Government positions - social welfare dept., Institutional - welfare preparing individuals for residental living, Rehabilitation services, Nursing home setting

Director of Auxillary Services

Duties:

Recruiting, orientation, training and recognition of volunteers

Working hours:

40 hr. week

Special clothing, masks, shields or equipment:

Casual clothing
Telephone furnished by employer, car furnished by employee

Working conditions:

Indoors, air conditioned, on feet 50%, sit down 50%, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Communications skills, psychology, family living, social studies

Dependent upon other people:

Dependent on all others to be permitted to work with them.

Other people depend upon this employee:

Village is completely staffed. Dependent upon this employee to provide extra help

Abilities and interests to be successful:

Get along with people and understand them

Physical demands:

Multiple demands, mobile, good health, able to keep several things on mind at same time

Personal qualities:

Flexibility and non-judgmental

Educational preparation:

High school, college, on-the-job training

Jobs young people could do to prepare for this type of work:

Active in volunteer organizations, school organizations - these providing opportunities for leadership

General Salary range:

Minimum salaried positions

Fringe benefits:

Vacation-2 wks., sick days-5 yearly accumulating, time according to need

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Organizations of volunteer services, community service programs

Personal Banking Officer

Duties:

Opening and servicing accounts
Officer in charge of commercial tellers
Customer-calling program P.R.

Working hours:

8:00 - 4:30

Special clothing, masks,shields or equipment:

None
Equipment furnished by employer

Working conditions:

Indoors, outdoors, air conditioned, on feet part time, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Negotiable inst., business law economics, psychology, public relations

Dependent upon other people:

People to open new accounts, banking organization working smoothly

Other people depend upon this employee:

New account, filling forms out properly, soliciting new business, selling services

Abilities and interests to be successful:

Agricultural background, farming, youth programs

Physical demands:

Good general health, mental health

Personal qualities:

Integrity, honesty, tolerant, patient, accuracy, alert and aware

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Customer service, cashier

General Salary range:

entry level $8,500
after 5 yrs. $10,500 after 10 yrs. $14,000

Fringe benefits:

Life insurance partially paid, health insurance paid, vacation-4 wks., sick days-30 days, length of time employed, profit sharing

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Business fields

TRANSPORTATION

Transportation is the moving of people and products from one point to another.

The transporting career incompasses a wide range of transporting methods and varied occupations.

The need for a transportation system is essential for a modern society to grow and expand. These methods will constantly be changing due to advanced technology, and the demands of society. Transportation will continue to demand a wide spectrum of jobs. The five major occupational opportunities are highway transportation, rail transportation, airborne transportation, pipeline transportation, and water transportation.

The career interest survey of the Des Moines Public Schools was given to all Des Moines senior high students in April, 1975. Transportation was rated quite highly. Interestingly do, as the students moved from tenth grade to twelfth grade, the interest in transportation decreased. Tech high school showed the highest interest in transportation among all of the schools surveyed from grades 10-12.

After interviewing several members of the transportation work force, several generalizations were drawn from the responses.

Generally, these employees of the various transportation agencies agreed that students interested in a transportation career should have knowledge of and a basic background in the following school subjects: Driver's education, map and globe skills, basic math computation skills, and values clarification. It was also stated that a student anticipating a career in the area of transportation should have an interest in mechanics, people, and a definite pride in his work.

Employers in the transportation industry expect their employees to be reliable (come to work every day) punctual (be on time) and have both a good attitude and disposition (be able to get along with both fellow workers and consumers).

Truck Driver

Duties:

Deliver steel products within the city
Drive truck to customers
Assist in loading and unloading the steel

Working hours:

8:00 - 5:00

Special clothing, masks, shields or equipment:

Steel toe shoes, hard hat, safety glasses, gloves. (shoes furnished by employee
Hard hat, safety glasses furnished by employer

Working conditions:

Outdoors, noisy, on feet, sit down, competent and safe co-workers

School subjects of particular use:

Basic skills, math and bookkeeping

Dependent upon other people:

Receivers have to have environment ready to receive load.
Mechanic must have truck operable, people who plan the jobs to be delivered

Other people depend upon this employee:

Construction must have his product

Abilities and interests to be successful:

Good driver, desire to drive a truck

Physical demands:

Work in all kinds of weather, good health

Personal qualities:

Get along with other people. Even tempered

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

Dock work, delivery truck driver

General Salary range:

Union wage $7.05 hr. in 1975

Fringe benefits:

Life and health insurance paid by union, vacation-1 wk/1 yr.s, 2 wks/2 yrs., 3 wks/10 yrs., no sick days, dental insurance

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Bus driver or any driving related jobs

Over the Road Truck Driver

Duties:

Make sure freight is delivered safely
Personal relations with customers

Working hours:

70 hour

Special clothing, masks, shields or equipment:

Hard hat and safety glasses
Equipment furnished by employer

Working conditions:

Outdoors, hazardous, sit down, clean, competent and safe co-workers

School subjects of particular use:

General math, conversation skills, basic skills

Dependent upon other people:

Dependent upon steel industry and economy, depend upon company to get business

Other people depend upon this employee:

Get merchandise on time

Abilities and interests to be successful:

Like to drive and deal with people

Physical demands:

Average physical condition, good eyes and quick reflexes

Personal qualities:

Honesty, able to get along with people

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

Drive cars and trucks

General Salary range:

Commission on mileage or weight of load

Fringe benefits:

Life and health insurance paid

Opportunities for advancement:

Not good and average

Other occupations knowledge, skills for job to be utilized:

Any driving field

Utility Person

Duties:

Load out grain
Drive truck
Repair fertilizer equipment

Working hours:

7:00 - 5:30

Special clothing, masks, shields or equipment:

Hard hat, masks
Equipment furnished by employer

Working conditions:

Indoors, outdoors, hazardous, on feet, competent and safe co-workers

School subjects of particular use:

Ag. shop, mechanics, welding

Dependent upon other people:

Safety - in case you get hurt
Help in working on machinery

Other people depend upon this employee:

Safety factor
Help with heavy lifting

Abilities and interests to be successful:

Mechanical, interest in type of work, ag. related

Physical demands:

Heavy lifting

Personal qualities:

Friendly, serious, careful, deliberate

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Mechanics, ag. related

General Salary range:

entry level $2.50 hr.
after 5 yrs. $3.00 - $3.75 hr.

Fringe benefits:

Life and health insurance paid, vacation-2 wks., sick days allowable, retirement

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Farm, mechanics

Traffic Manager

Duties:

Compiling publishing tariff
Assure compliance with safety regulations
Taking care of ICC regulations

Working hours:

8:00 - 6:00

Special clothing, masks, shields or equipment:

None
Calculator, telephone furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Communication skills, general math

Dependent upon other people:

Depend on drivers, more than others, to complete assignments; on customers to be prepared to fulfill their part of the agreement

Other people depend upon this employee:

Customers depend upon this person to fulfill his job. Drivers must know where to go, what routes, etc.

Abilities and interests to be successful:

Good public relations attitude, communicate with public

Physical demands:

None

Personal qualities:

Work with people, be pleasant

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Any job with a trucking company would help

General Salary range:

Fringe benefits:

Life and health insurance paid, vacation-3 wks., paid for sick days, retirement program, disability insurance

Opportunities for advancement:

Not good. All parts are equal, no advancement is looked for, increased responsibility as company grows

Other occupations knowledge, skills for job to be utilized:

Any position associated with transportation

Office Manager

Duties:

In charge of billing
In charge of paying wages for loads hauled
Works on payroll

Working hours:

7:00 - 4:00

Special clothing, masks, shields or equipment:

None
Billing machine, check protector and other machines furnished by employer

Working conditions:

Indoors, air conditioned, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Bookkeeping, shorthand, typing, and other business subjects

Dependent upon other people:

Truckers have to report to this employee that deliveries have been made. Employee must get contact from sister terminals about deliveries arriving to Des Moines

Other people depend upon this employee:

Employee works with payroll, employee pays wages for loads hauled, employee pays and records deliveries truckers make

Abilities and interests to be successful:

Have a desire to do office work, have an office type background, bookeeping, shorthand, typing and office management

Physical demands:

None

Personal qualities:

Be able to cmmunicate with people, communication is important in this job

Educational preparation:

High school

Jobs young people could do to prepare for this type of work:

File jobs, typing jobs, bookkeeping jobs

General Salary range:

entry level $10,000
after 5 yrs. $12,000 after 10 yrs. $14,000

Fringe benefits:

Life and health insurance paid, vacation-1 wk/1 yr., 2 wks/2 yrs., 3 wks/10 yrs., sick days available

Opportunities for advancement:

Average

Other occupations knowledge, skills for job to be utilized:

Any job which requires bookkeeping and office management skills

Testman (Dispatcher)

Duties:

Determines area where the trouble is
Marks trouble on board
Sends work out to repairmen by commitment and location

Working hours:

7:30 - 4:30

Special clothing, masks, shields or equipment:

None
Headset furnished by employer

Working conditions:

Indoors, noisy, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular Use:

Geography-map skills, math-tell time-days of week, English-verbal communication skills

Dependent upon other people:

Dependent upon line testers to determine the nature of problem before work can be dispatched to repairmen

Other people depend upon this employee:

Depend upon dispatcher to send work out to repairmen

Abilities and interests to be successful:

Map skills,time concepts, ability to work with others, be able to problem solve any make on the spot decisions

Physical demands:

General good physical health

Personal qualities:

Ability to get along with people. Ability to be pleasantly persuasive, good listener, good memory, sense of humor

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

Any job requiring public contact, any type of outdoor work

General Salary range:

entry level $155 wk.
after 5 yrs. $278 wk.

Fringe benefits:

Life and health insurance paid, vacation-1 wk/1 yr., 2 wks/2-8 yrs., sick days-no limit, educational

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any area of transportation or routing

Cab Driver-Chauffeur

Duties:

Transportation of public
Transportation and delivery of commodities

Working hours:

Full time 9½ hrs. a day

Special clothing, masks, shields or equipment:

No levis, clothing appropriate to meet the public

Working conditions:

Indoors, outdoors, noisy, dusty or smoky, air conditioned, extremely hot, on feet 30%, sit down 70%, well lighted, clean

School subjects of particular use:

Knowledge of basic skills, driver's education

Dependent upon other people:

Highly independent job. There is no direct dependency upon the fellow worker

Other people depend upon this employee:

No direct dependency

Abilities and interests to be successful:

Ability to socialize and get along with people

Physical demands:

Light, to be able to endure the long working hrs.

Personal qualities:

Stable mentality, ability to get along with people

Educational preparation:

On-the-job training

Jobs young people could do to prepare for this type of work:

Newspaper delivery, any type of job where they come in contact with the public

General Salary range:

entry level $7,000 - 40% of booked passengers & tips
after 5 yrs. $8,500 after 10 yrs. $9,000 - 47% of booked passengers & tips

Fringe benefits:

Health insurance subsidized, vacation-comparable to yrs. of service up to 3 wks., retirement

Opportunities for advancement:

Not good

Other occupations knowledge, skills for job to be utilized:

Other forms of transportation

Trainmaster

Duties:

Supervision of employees
Supervision of movement by trains
Enforcement of rules and regulations of the railroad

Working hours:

On duty 7 days a week

Special clothing, masks, shields or equipment:

Neat in appearance, shirt, tie and pants
Radios, rule books furnished by employer

Working conditions:

Indoors, outdoors, noisy, hazardous, dusty or smoky, air conditioned, extremely hot, on feet, sit down, well lighted, clean, competent and safe co-workers

Dependent upon other people:

Dependent upon contracted workers to do their job. Depend upon higher officials to give further instruction

Other people depend upon this employee:

Contracted workers depend on supervision of trainmaster

Abilities and interests to be successful:

Being able to accept responsibility, being able to understand and follow directions, problem solving skills and decision making abilities

Physical demands:

Ability to stay awake and be alert for more than 24 hrs. a day, good mental stability

Personal qualities:

Patience, fair, honest, and interest in people

Educational preparation:

College, on-the-job training

Jobs young people could do to prepare for this type of work:

Work on the railroad in one of the contract employee positions. Must be 18 years of age

General Salary range:

entry level $10,000 - $15,000
after 5 yrs. $15,000 - $20,000 after 10 yrs. $25,000 - $30,000

Fringe benefits:

Life and health insurance paid, vacation-start out with 3 wks., sick days-up to 1 yr. with pay

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

Any type of management supervision, traffic manager of a private business

Rental Agent

Duties:

Rent cars
Check them in and out
Make reservations

Working hours:

9 hr. day varied shifts 6:00 - 2:00 3:00 - 12:00

Special clothing, masks, shields or equipment:

Uniforms
Equipment furnished by employer

Working conditions:

Indoors, air conditioned, on feet, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, omputation skills, grammar, spelling, handwriting, verbal skills

Dependent upon other people:

Yes, dependent on car jockey to make sure car is clean. Dependent on those who make reservations

Other people depend upon this employee:

Customer depends on her to fill out the contract properly. Customers depend on her for directions

Abilities and interests to be successful:

Be able to talk to people, ability to smile and overlook the ignorance of other people

Physical demands:

General good health, sturdy feet

Personal qualities:

You must be able to work under pressure, friendly

Educational preparation:

High school, on-the-job training

Jobs young people could do to prepare for this type of work:

General Salary range:

entry level $2.20 hr.
after 5 yrs. $3.15 hr. after 10 yrs. $3.50 hr.

Fringe benefits:

None

Opportunities for advancement:

None

Other occupations knowledge, skills for job to be utilized:

Travel agency, tourist office, any kind of sales office, airline work

Lead Rackman

Duties:

Handles mechanical equipment on truck loading rack
Takes inventory of additives
Pumps up additives on rack

Working hours:

Split shift Sun. 12:01 - 8:01 Varies during wk.

Special clothing, masks, shields or equipment:

Pipeliner/fresh air mask, cotton underwear, hard hats
Equipment furnished by employer

Working conditions:

Indoors 10%, outdoors 90%, hazardous, air conditioned 10%, on feet 95%, sit down 4%, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Math, reading, English, spelling(necessity) bookkeeping, typing, office machines

Dependent upon other people:

The work is done in teamwork. Work is done in shifts. She must check with those on previous shifts to find out what has been done.

Other people depend upon this employee:

They depend on her to keep her part of the job moving. If she doesn't keep her equipment operating it throws the standard of service off

Abilities and interests to be successful:

Mechanical and electrical aptitudes, common sense, even temperament, good personality

Physical demands:

Lots of muscle, may have to lift up 8 lb boxes. General good health

Personal qualities:

Be able to take a lot of teasing, be able to tease, good disposition, sense of humor

Educational preparation:

High school, college, on-the-job training

Jobs young people could do to prepare for this type of work:

Working on farm or construction, working on cars, bikes or motorcycles, general knowledge of mechanical equipment

General Salary range:

entry level $10,000
after 10 yrs. $11,500

Fringe benefits:

Life and health insurance subsidized, vacation-2 wks/1 yr., sick days-16 hrs. without doctor excuse, investment plan, educational plan tuition

Opportunities for advancement:

Very good

Other occupations knowledge, skills for job to be utilized:

National gas industry, construction, manufacturing processes

Owner (Repairer)

Duties:

Purchase sail boats and sailing equipment
Sell sailboats and sailing equipment
Repair sailboats and equipment

Working hours:

11 hr. day other employees 10:00 - 6:00

Special clothing, masks, shields or equipment:

Spray painting - masks must be worn
Hand tools furnished by employer

Working conditions:

Indoors, outdoors, dusty, air conditioned, on feet, sit down, well lighted, clean, competent and safe co-workers

School subjects of particular use:

Business management, salesmanship, accounting, sports, English, speech, typing, auto body repair

Dependent upon other people:

In generating new business, I am dependent upon my customers to tell other people about my goods and services

Other people depend upon this employee:

They depend on us to have parts and services available. Rely on us for information about sailing

Abilities and interests to be successful:

Ability to sell and relate experiences, interests sailing, deal with conflicts of interest

Physical demands:

General good health

Personal qualities:

Like the general public, like sailboats, personal pride in your workmanship, concern for safety and welfare of customer because they are basically at the mercy of the seller

Educational preparation:

High school, trade or technical school, apprenticeship, on-the-job training

Jobs young people could do to prepare for this type of work:

Working in recreational areas, lakes, camps or resorts

General Salary range:

entry level $8,000
after 10 yrs. $15,000

Fringe benefits:

Because of seasonal sales you're off Oct., Nov., Jan., and Feb.

Opportunities for advancement:

Other occupations knowledge, skills for job to be utilized:

Aircraft industry, the nature of repairing is quite similar, balloon parts (shops), hang gliders